



UNITED CITIES AND LOCAL GOVERNMENTS ASIA PACIFIC

SCOPE OF WORK / TERMS OF REFERENCE

Vacancy No:	UCLG ASPAC/DRR/005/II/2021
Post Title:	Local Field Officer (only for local resident from Palu or Central Sulawesi)
Division:	Programme Division
Duty Station:	Palu City Government Office, Palu City, Indonesia
Duration:	01 March 2021 – 31 August 2021
Date Posted:	Monday, 15 February 2021
Closing Date	Wednesday, 24 February 2021 (Jakarta Time: 23:59)

Background

UCLG ASPAC is the largest regional section of United Cities and Local Governments (UCLG), an amalgamation of International Union of Local Authorities (IULA), United Towns Organisation (UTO), and World Association of the Major Metropolises (METROPOLIS) set up in Ghent (Belgium) in 1913. UCLG ASPAC's Secretariat is based in Jakarta, Indonesia. UCLG is a worldwide association of local governments and the officially recognised voice of local governments by the United Nations. UCLG ASPAC has linkages to more than 7,000 cities and local governments including in Indonesia.

Moreover, UCLG ASPAC represents local governments politically within the international community, and with the United Nations and its agencies. It also promotes inclusive societies, which safeguard equality, social and economic justice, and sustainable development. UCLG ASPAC is engaged in all relevant thematic fields for nurturing sustainable development comprising local economic development, climate change, disaster and resiliency, culture, strategic planning, decentralization, municipal finance, gender equality, women leadership and empowerment and good governance.

Since 2004, United Cities and Local Governments Asia Pacific (UCLG ASPAC) has been actively involved in disaster risk reduction (DRR) through localising the implementation of the Hyogo Framework (2005-2015) and Sendai Framework for Disaster Risk Reduction (SFDRR) 2015-2030. The efforts of UCLG ASPAC is to emphasize the importance of local governments in DRR and build resilience among the local governments by applying the UNISDR Making Cities Resilient Campaign (MCR).

On 28 September 2018, a magnitude 7.5 earthquake struck Indonesia's Central Sulawesi province, triggering a tsunami and liquefaction that caused widespread destruction and loss of life where more than 3000 people died and Palu City was the hardest affected area in the province. UCLG ASPAC and the network was taking an initiative to extend solidarity among members and collected a donation for rehabilitation and reconstruction in Palu City, Indonesia. To deliver the support, we will conduct a programme that help Palu City Government during rehabilitation year.

Furthermore, the rehabilitation programme will not only construct a public facility but also build local government capacity focusing on build back better and helping local economic development. The expected project results are (1). Reviewed Early Warning System (EWS) Strategy and Local Disaster Risk Index assessment, (3). Collected Best practices and recommendations from the Peer-to-peer Learning Workshop, (4). Capacitated with Local Economic Development for the affected communities, (5).

Constructed a Public Facility, (6). Coordinated work between institutions in Palu City with related institutions.

Therefore, UCLG ASPAC is looking for a qualified candidate to fill in the post field local officer under the post rehabilitation programme in Palu, Indonesia. The Local Field Officer will be hired for six (6) months with possibility of extension on good performance basis.

Position Detail (to be posted in Palu, Central Sulawesi)

Under the operational supervision of the project supervisor, the overall supervision of the DRR/Resilience Coordinator and Public Space Specialist; and close collaboration with BPBD Kota Palu will undertake the following tasks:

1. Carry out day-to-day program and activities in his/her responsible area in collaboration with the relevant stakeholders (Palu City Government);
2. Prepare the work plans and ToR for field activities in his/her respective area;
3. Ensure that the targeted monthly plan for project will be implemented in a timely manner;
4. Support to prepare the training and peer learning workshop based on the agreed work plan under coordination with DRR and Resilience Coordinator and other relevant technical experts;
5. Support to prepare the coordination meeting between stakeholders with the affected community in Balaroa;
6. Under supervision of DRR and Resilience Coordinator, prepare draft report for overall training-workshop and feedback on the result;
7. Liaise regularly with the relevant stakeholders to ensure smooth implementation of the project;
8. Under supervision of DRR and Resilience Coordinator, prepare progress reports and all monitoring reports for program activities in his respective area;
9. Provide regular feedback to the relevant stakeholders.

Qualifications:

❖ Education:

- University degree from engineering (architect, urban planning, or civil), sciences or other related field;

❖ Experience:

- Has at least two (2) years of experience in the specific issue of post disaster and humanitarian and minimum two years of work experience with the local governments;
- Experience in facilitating discussion and/or providing technical assistance to local governments is highly desirable;
- Experience with coordination of training at local level is highly desirable;
- Prior knowledge and experience of local governance issues and policy desirable;
- Experience in research and report writing;
- Experience of working for, or in cooperation with, government institutions and/or LGA(s) and/or international NGOs;
- Prior knowledge and experience of local governance issues and policy desirable;

- ❖ **Language:**
 - Fluency in written and spoken in English and Bahasa Indonesia.

- ❖ **Computer skills:**
 - Proficiency in MS Office, Design Graphic software, and Geographic Information System (GIS).

- ❖ **Other skills and competency:**
 - Demonstrate commitment to participatory and bottom-up approaches;
 - Demonstrate detail orientation, proactive attention to outcomes and expectations, and the ability to understand and effectively use information and data;
 - Demonstrate computer skills in Microsoft Office Suite applications including Word, Excel, PowerPoint, and advance skills in the use of other internet tools and application;
 - Be willing to travel during program implementation when required;
 - Excellent oral and written communication skills in Bahasa Indonesia, English will be more desirable;
 - Experience in building networking at local level is an asset.

Duty Station:

Local Field Officer – Palu City, Central Sulawesi.

Supporting team

The post will be supervised by the DRR and Resilience Coordinator supported by and Resilience and Public Space Officer and Programme Admin Officer.

How to Apply:

Please Submit your application letter, state salary expectation and current CV to “recruitment@uclg-aspac.org”

Fill the email “Subject” Column of the email in the format: <position applied> - <your name>

Only the qualified candidate(s) will be contacted.
