

### TERM OF REFERENCE

<b>Position</b>	<b>: Database Management Intern</b>
<b>Duration</b>	<b>: Three (3) months</b>
<b>Supervisor</b>	<b>: Database and Administration Assistant</b>
<b>Position Holder</b>	<b>: Intern</b>

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#### 1. 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 Organization (UTO), and World Association of the Major Metropolises (METROPOLIS) set up in Ghent (Belgium) in 1913, in Aix-les-Bains (France) in 1957 and in Paris (France) in 1985, respectively. UCLG was established on 1 January 2004 and is headquartered in Barcelona, Spain. Following this unification, UCLG ASPAC was established in Taipei on 14 April 2004, as the new entity of IULA ASPAC. UCLG ASPAC's Secretariat is based in Jakarta, Indonesia.

UCLG is a worldwide association of local governments and the officially recognized voice of local governments by the United Nations. UCLG ASPAC has linkages to more than 7,000 cities and local governments. It represents well over 3.76 billion people - more than half of the world population - and incorporates economically fast developing countries such as China, India, and Indonesia.

UCLG ASPAC is the key knowledge management hub on local government issues in the Asia-Pacific region. It promotes democratic local government, supports cooperation between cities, local governments and their associations, and facilitates programme, network and partnerships to develop the capacity of local governments and the associations. 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 resiliency, culture, strategic planning, decentralization, municipal finance, gender equality, women leadership and empowerment and good governance.

#### 2. Objective

The main objective of the Internship Programme is to provide professional exposure of students or fresh graduates/post-graduates through involvement in the management database of an international

government. Other than the objective stated previously, it is expected that the Interns can obtain in-depth knowledge of the UCLG ASPAC Secretariat functional activities, especially the Database Management task and function.

### **3. Roles and Responsibilities**

The Interns shall be engaged in these following responsibilities but not limited to:

Support the Database and Administration Assistant in various aspects: from analysing, conducting a research, drafting a concept, introducing to a system to develop UCLG ASPAC database management. Support Database Management task carried out by Database and Administration Assistant, such as modify table, introduce or create new table that is more efficient than the one that is currently used.

### **4. Education requirement**

It is preferable the intern is someone from IT or Administration – Niaga Major.

### **5. Duration of Internship and Outcome**

The internship shall be conducted under HR Division, more specifically in partner with Database and Administration Assistant. The individual will be supervised by the Database and Administration Assistant and will deliver presentation and final report detailing the intern's experience and work assigned during the period of internship.

### **6. Completion of Internship**

Upon completion of internship and a satisfactory conclusion, the Interns will receive a Certificate of Service signed by the Secretary General of UCLG ASPAC.

### **7. How to apply**

Interested candidates are invited to submit an updated CV with a motivation letter to: [hr.admin@uclg-aspac.org](mailto:hr.admin@uclg-aspac.org); copy to [dbadmin.assistant@uclg-aspac.org](mailto:dbadmin.assistant@uclg-aspac.org) and [admin@uclg-aspac.org](mailto:admin@uclg-aspac.org) citing the subject: Intern: Database Management.

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