
Terms of Reference

Vacancy No:	042/UCLG ASPAC/CRIC/XII/2021
Post Title:	Regional Knowledge Management and Communications Officer
Division:	Programme and Projects / Climate Resilient and Inclusive Cities (CRIC)
Duty Station:	UCLG ASPAC Secretariat in Jakarta, Indonesia
Duration:	6 months contract and extendable
Publication Date :	7 December 2021
Closing Date :	26 March 2022

Background

UCLG ASPAC is the largest regional section of United Cities and Local Governments (UCLG), an amalgamation of the 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, in Aix-les-Bains (France) in 1957 and 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 recognised 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 programmes, networks 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 community development. UCLG ASPAC is engaged in all relevant thematic fields for nurturing sustainable development comprising poverty alleviation, climate change, disaster resiliency, culture, strategic planning, decentralisation, local finance, gender equality, women leadership and empowerment as well as good governance.

To fulfil the role of UCLG ASPAC as the knowledge management hub on cities and local governments, UCLG ASPAC is seeking a professional for the Knowledge Management and Communications Officer to support the core knowledge management activities including the programmes and projects, such as the Climate Resilient and Inclusive Cities (CRIC).

CRIC is the Project funded by the European Union that aims to establish cooperation between cities and research centres in Europe, South East Asia, and South Asia, and to contribute to sustainable integrated urban development, good governance, and climate adaptation/mitigation through long-lasting partnerships, and tools such as sustainable local action plans, early warning tools and experts' panels.

The Knowledge Management and Communications Officer will be recruited for a six (6) months period with the possibility of extension, based on satisfactory performance. The post assigned is to support the UCLG ASPAC core knowledge and communication team and the Climate Resilience Inclusive Cities (CRIC) Project.

Key Duties

- **Core knowledge and communication (50%):**
 1. Support the development and facilitation of knowledge and information management related to the implementation of the UCLG ASPAC's activities.
 2. Support the development and implementation of UCLG ASPAC's Manifesto 2021-2025 including the Knowledge Management plan, as well as provide feedback to the monitoring and evaluation of the plan's implementation.
 3. Be responsible for the data collection and dissemination of lessons learnt from selected workshops, seminars or training programmes organised by UCLG ASPAC, which may include the following but are not limited to, UCLG ASPAC members' profiles, best practices, and learnings.
 4. Be responsible for the analysis of the collected lessons learnt from UCLG ASPAC members and provide recommendations for best practices.
 5. Contribute to the webpage, newsletters, and social media posts of UCLG ASPAC by working closely with the Knowledge Management Team.
 6. Support the preparation of periodic reports that consists of review, analysis, evaluation, and recommendations.
 7. Support the preparation of UCLG ASPAC visibility activities and materials, in close cooperation and communications with the Knowledge Management Team. This includes general UCLG ASPAC promotional activities (printing and presentation documents and materials).
 8. Be responsible for the UCLG ASPAC knowledge platform functions, such as the Thinkific platform, re-organise information to make it comparable and suits the need of the Asia-Pacific region, while ensuring its relevance for both local municipalities and research centers target audiences, create a virtuous knowledge and information transfer.
 9. Perform any other activities as directed by UCLG ASPAC Secretary-General, in close coordination with Regional Project Manager and Knowledge Management Team.

- **Climate Resilient and Inclusive Cities (50%):**

10. Be responsible for developing, supporting and facilitating knowledge and information management related to the implementation of the CRIC's activities, which also covers the knowledge products to be covered at the UCLG ASPAC Learning and CRIC target beneficiaries' information related to SDGs.
11. Be responsible for leading the design, implementation, monitoring, evaluation and learning of the CRIC's Knowledge Management and Communications plan, in coordination with CRIC Partners, that contributes to the UCLG ASPAC's Knowledge Management plan. This includes ensuring consistencies of CRIC's key messages and coherence of initiatives and visibility of CRIC and UCLG ASPAC.
12. Be responsible for ensuring the effective process of data collection and dissemination of lessons learnt from workshops, seminars or training programmes organised by CRIC as part of the project's database. Information collected will include the following but not limited, to CRIC target local governments and UCLG ASPAC members' profiles, best practices, climate action plans and project status, and CRIC generated knowledge and practices.
13. Be responsible for leading the analysis of the collected lessons learnt from UCLG ASPAC members and provide recommendations for best practices, in close coordination with CRIC Project Team and Partners, its Field Officers and its target beneficiaries.
14. Be responsible for bridging the technical contents and reports to be more relevant and well-understood to the various target audience in close coordination with CRIC Project Team, its Field Officers, and technical experts especially for the use of local government's policy advocacy using CRIC's generated knowledge.
15. Daily maintain contents provider of all the CRIC web pages and social networks accounts: web pages, Twitter, and e-news in close interaction with the UCLG ASPAC communication team and its available outreach channels.
16. Develop all CRIC visibility activities and materials, in close cooperation and communications with CRIC international partners. This includes general CRIC promotional activities (printing and presentation documents and materials).
17. Manage the CRIC knowledge platform functions, re-organise information to make it comparable and suits the need of the ASEAN region, Europe and South Asia while ensuring its relevance for both local municipalities and research centers target audiences, create a virtuous knowledge and information transfer.
18. Establish monitoring template and monitor project progress and prepare periodic reports of the project's Communications, Visibility and Outreach Plan, including the pilot cities activities in coordination with CRIC Field Officers and Project Coordinator.
19. Perform any other activities as directed by the Regional Project Manager and Secretary-General.

Qualifications:

- ❖ Education: University degree in communication, social science, urban planning, sustainable development, and/or other related fields.

❖ Experience:

- Minimum 5 (five) years of professional experience in the specific issue of energy and climate change and/or urban environment and sustainable development in general;
- Experience in management of various communication and information materials including website, Twitter and knowledge exchange platform;
- Development of communication and visibility content especially in sustainable development and climate change sectors;
- Demonstrate ability in designing data visualisation;
- Experience in designing and implementing a stakeholder management strategy and plans is preferred;
- Experience in international development projects and campaigns in sustainable development and climate change sectors is preferred;
- Experience in doing research related to sustainable development and climate change will be an added value.

❖ Language:

- Fluency in written and spoken in English and Bahasa Indonesia.

❖ Computer skills:

- Proficiency in MS Office, database system, website, Twitter, as well as design and data visualisation.

❖ Other skills and competencies:

- Demonstrated ability to manage multiple tasks and deliver outputs within specified time frames;
- Strong analytical, communication and interpersonal skills;
- Demonstrated detail orientation, proactive attention to outcomes and expectations, and ability to understand and effectively use information and data;
- Experienced in international development projects;
- Willing to travel during the project's implementation when required;
- Ability to work in a team and individual.
- Strong ability to work independently, including the ability to do multitasking works, prioritising the competing tasks and managing time effectively;
- Has strong organisational skills with a problem-solving attitude;
- Can work in tight deadlines and adapt quickly to changing environments;
- Has a positive attitude and open-mind set and provide better services to members;
- Excellent interpersonal skills, diplomacy, and persuasion skills.

Supporting Team

S/he will be directly supervised by the Regional Project Manager UCLG ASPAC in coordination with CRIC Project Coordinator and the Knowledge Management and Communications Division of UCLG ASPAC, and indirectly by Secretary General UCLG ASPAC. S/he shall be supported by the Admin Project Officer and Field Officers.

How to Apply

Interested applicants should send the updated CV with a list of 3 referees, along with the cover letter stating salary expectations, as well as some samples of written published articles/publications to the following email address: recruitment@uclg-aspac.org, copy to: regional_pm@uclg-aspac.org by 26 March 2022 at the latest.

Fill the email “Subject” Column of the email with the format: CRIC KMCO - <your name>