



UNITED CITIES AND LOCAL GOVERNMENTS ASIA PACIFIC

TERMS OF REFERENCE

No	:	015/UCLG ASPAC/IX/2022
Position	:	Knowledge Management Intern
Division	:	Knowledge Management and Communication
Supervisor	:	Knowledge Management and Communication Officer
Period	:	3 Months (possibility of extension)

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). UCLG was established on 1 January 2004 and its Secretariat located in Barcelona, Spain. It represents well over 3.76 billion people – more than half of the world’s 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, 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.

Recently, UCLG ASPAC was assigned by the Global Covenant of Mayors for Climate and Energy (GCoM) to host the Secretariat GCoM Southeast Asia as a Secretariat. GCoM is a globally coherent and regionally adapted alliance of cities, local governments, and their partners who are voluntarily committed to actively combatting climate change and transitioning to a low-carbon and climate-resilient economy, in line with Paris Agreement.

In 2022, UCLG ASPAC is going to continue implementing various activities such as seminars, workshops, trainings, webinars, on-the-ground activation activities, and many more which are reflected through its programmes and projects related to various Global Agendas such as Sustainable Development, Climate Action, and Disaster Risk Reduction, among others.

Furthermore, the 2022 UCLG ASPAC council, that includes committee meetings, Executive Bureau and Council meetings will be held on 10th October 2022, in conjunction with the UCLG Congress hosted by Daejeon Metropolitan City and UCLG on 10-14 October 2022 in Daejeon, South Korea. In addition to that, UCLG ASPAC will attend the the Asia-Pacific Ministerial Conference on Disaster Risk Reduction 2022 in Brisbane, and many more.

The UCLG ASPAC Knowledge Management division will oversee and support the above activities, including supporting the GCoM SEA Secretariat by representing Southeast Asia in the GCoM Technical Working Group of Communications. All of the various activities mentioned above will be

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 programmes and activities of UCLG ASPAC, in which the specifications have been mentioned in the background.

The UCLG ASPAC Interns will also be able to develop expertise in the application of theory from their various backgrounds to the practical issues of local governance and other relevant thematic works of UCLG ASPAC.

It is expected that the interns can obtain in-depth knowledge of the UCLG ASPAC Secretariat functional activities, especially in everything related to Knowledge Management, which encompasses Communications and Knowledge Hub strategies of UCLG ASPAC and the issues of local governance and sustainable development as the result of the internship period. Therefore, the Knowledge Management division highly encourages interns from other, more technical backgrounds to apply besides International Relations or Communications such as Urban and Regional Planning **and** Graphic Design/Visual Communication as the Knowledge Management division also supports the UCLG ASPAC Secretariat in producing various audio-visual communication products.

Qualifications

The candidate must:

- Be at least in the 6th semester of his/her undergraduate programme in either International Relations or Communications, Urban and Regional Planning, Graphic Design, other related majors.
- Have a minimum GPA of 3.0 (out of 4.0)
- Possess excellent English Speaking and writing skills.
- Capable in handling social media and/or digital communication.
- Have experience in graphic/visual design, with skills in either of these visual design softwares:
 - Adobe Photoshop
 - Adobe InDesign
 - Video editing softwares such as Final Cut/iMovie/CapCut
 - Adobe After Effects
 - Etc.
- Be proactive and determined

3. Roles and Responsibilities

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

Support the Knowledge Management Team in:

- a) Conducting desk research related to relevant international as well as relevant global-regional agendas (climate action, DRR, etc.) and drafting articles based on that research.
- b) Drafting articles related to UCLG ASPAC's programmes/projects
- c) Supporting the preparation and creation of various knowledge + communications products in support of UCLG ASPAC's programmes/projects/activities such as E-flyers, E-banners, virtual backgrounds, infographics, etc.
- d) Supporting the preparation and creation of various communication materials for any UCLG ASPAC related events such as webinars, workshops, trainings such as bumpers, etc.
- e) Designing content for UCLG ASPAC's shared platforms (website, social media channels such as Instagram, Twitter) such as social media posts, short vidoes, to enhance UCLG ASPAC's visibility and its programmes/projects.
- f) Taking notes of meetings, events, webinar sessions.

- g) Other tasks assigned by the supervisor, related to communications development and communications strategy.

4. Duration of Internship and Outcome

The duration of the internship is 3-6 months and shall be conducted under the Knowledge Management and Communications Division, more specifically in Knowledge Management Team with the possibility of extension. The individual will be supervised by the Knowledge and Engagement Manager and/or her team and will deliver presentation and final report detailing the intern's experience and work assigned during the period of internship. The Interns shall also develop post-activities report for all seminars, workshops or conferences attended (where applicable).

5. 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.

How to apply:

Kindly send your motivation letter and CV to recruitment@uclg-aspac.org, and register your profile to : <http://recruitment.uclg-aspac.org/apps>. By 19 September 2022, 10.00 AM Jakarta time the latest.