



## UNITED CITIES AND LOCAL GOVERNMENTS ASIA PACIFIC

### Terms of Reference

Vacancy No:	022/UCLG ASPAC/CRIC/X/2022
Division:	Strategic Services and Programme
Position:	Regional Project Manager
Duty Station:	UCLG ASPAC Secretariat
Duration:	One-year Contract and extendable
Date Posted:	31 October 2022
Closing Date:	25 November 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). 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 is the key knowledge management hub on local government issues in the Asia Pacific region.

UCLG ASPAC's mission is: 1) to promote strong and effective democratic local self-government throughout the region/world by fostering unity and cooperation among members, 2) to ensure the effective political representation of local government to the UN and other international communities, 3) to be the worldwide source of key information on local government, learning, exchange, and capacity building to support democratic local governments and their associations, 4) to promote economic, social, cultural, vocational and environmental development by enhancing the services to the citizens based on good governance, 5) to promote race and gender equality, combating discrimination, promoting decentralised cooperation and international cooperation between local governments and their associations, and 6) to promote twinning and partnership between local governments and peoples.

The post of Regional Project Manager is placed at UCLG ASPAC Secretariat Office in Jakarta and supervised by UCLG ASPAC Secretary General. The Post is to mainly manage the Climate Resilient and Inclusive Cities (CRIC) project as a regional scale project and ensure its effective and efficient day-to-day project implementation. As the Lead Applicant of the project, UCLG ASPAC has a role as CRIC project Coordinator who is responsible to execute and to monitor project implementation as well as ensuring coordination with all CRIC partners (Pilot4DEV, ACR+, Universite Gustave Eiffel, ECOLISE, AIIISG). More information about the CRIC project is available at: <https://www.resilient-cities.com/en/>

## Key Responsibilities

Averagely 90% of the time allocation of this post will be dedicated to manage the Climate Resilient and Inclusive Cities (CRIC) Project, funded by the European Union, with the remaining time allocation to oversee other UCLG ASPAC initiatives at the regional level.

1. Be responsible to coordinate with all CRIC partners, national and local governments, and relevant stakeholders, with the support of project team.
2. Provide direction and guidance in executing the CRIC project in compliance with the European Union requirements and in alignment with UCLG ASPAC strategy, mission, culture and ethics.
3. Ensure achievements of CRIC project impact and outcomes within time and allocated resources and budgets;
4. Be responsible for collecting all the necessary information for drawing up an annual consolidated reports to the European Union and in the events of audits, checks, and Monitoring & Evaluation (M&E).
5. Ensure adequate visibility and publicity of the project and its sustainability.
6. Lead CRIC project team members and partners with positive motivation and energise their internal talents.
7. Be responsible as UCLG ASPAC focal points to communicate with donor agencies and related UCLG ASPAC partners/institutions on its climate change and resilience programme portfolio.

The position will undertake the following tasks:

### A. Managerial duties:

1. Manage and coordinate project's activities, from substantive, administrative and financial points of views, apply strategic planning and systematic coordination of the project;
2. Manage day-to-day project implementation and overall coordination of project outcomes;
3. Provide direction and leadership in advocating project objectives and in ensuring that the project's target groups are well informed about the projects' activities, results, goals and impact;
4. Provide guidance and support required for the management, plans and control of the project;
5. Prepare weekly updates, quarterly and semesterly report to the Secretary General and annual consolidated reports to the donor according to the grant requirements and timeline;
6. Oversee timely submission of and the quality of quarterly/semesterly reports prepared by CRIC partners;
7. Ensure the quality of project outputs and results with optimal monitoring mechanism, establish effective coordination, monitoring, information sharing and reporting systems;
8. Oversee project administrative, monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
9. Perform any other duties as required from time-to-time as assigned by the Secretary General.

## **B. Functional Duties**

1. Promote climate change and resilience projects portfolio of UCLG ASPAC including CRIC project by maintaining professional relationships with UCLG ASPAC members, relevant national and international partner agencies;
2. Establish and maintain relationships and act as the key focal point with the project donor to ensure that all programming, financial and administrative matters related to the project are transparently and effectively managed;
3. Oversee the substantive and financial management of the project in close consultation with the Secretary General;
4. Ensure the financial procedures applied to the project has been complied to the donor requirements;
5. Ensure the establishment and maintenance of proper electronic and paper filing systems;
6. Facilitate and cooperate with auditor at all time as required;
7. Organise and oversee any missions set during the period of the project;
8. Develop and maintain a database of the projects as well as database of stakeholders and beneficiaries.

### **Qualifications:**

- ❖ Education:
  - Preferable Master's degree in Urban Planning, Environmental Studies, Sustainable Development, Public Policy, International Development and/or related fields;
- ❖ Experience:
  - At least 7 (seven) years of professional experience of working in sustainable development and climate resilience projects, and experience working in a similar position in an NGO, INGO and/or an International Organisation/ National Corporation;
  - Demonstrated experience in project management, planning and implementation, familiarity with donor funded development project is an asset;
  - Has managerial experience in the field of development cooperation including in grant management;
  - Experiences in managing European Union-funded grants is preferred;
  - Demonstrated experience working with local governments, multi-donor agency and/or development partner.
  - Experiences in handling projects with local governments is an asset;
  - Has experience in working in an international environment, respecting different cultures and nationalities;
- ❖ Language:
  - Fluency in written and spoken English.
- ❖ Computer skills:
  - Advanced computer skills, particularly MS Office.
- ❖ Other skills and competency:
  - Exceptional leadership and strong organisation skills;

- Team oriented, decision making, coaching, result and motivating oriented;
- Demonstrated experience working with local governments, multi-donor agency(ies) and/or development partners;
- Highly developed communication skills, including ability to draft/edit texts and to articulate ideas in clear, concise style to a variety of audiences, as well as facilitation skills;
- Honest, trustworthy and demonstrate sound work ethics;
- Ability to quickly establish professional rapport with colleagues and other persons;
- Ability to work under pressure and to meet deadlines required;
- Positive work ethic with a willingness to learn;
- Excellent planning skills, detail-oriented, like to work with data and able to work effectively even with minimal supervision;
- Superior project management and time management skills;
- Self-motivated with a positive and professional approach to management;
- Writing, editing, proofreading skills are essential, including ability to present concepts verbally;
- A wide degree of creativity and latitude;
- Be willing to travel during the project's implementation when required.

### **Deliverables**

1. Developing weekly, monthly, quarterly and final narrative reports of the projects;
2. Reviewing financial reports of the project and ensuring its compliance with the donor's requirements;
3. Developing monitoring and evaluation system for the sustainability of the project;
4. Producing database of stakeholders and beneficiaries and analysing it to meet the project's objectives;
5. Having good visibility of the project through the implementation of project communications and outreach strategy, which also include publications (research, policy briefs, etc) and development of best practices or success stories from the projects, and beneficiary cities and local governments, as well as strategic partners;
6. Producing a potential donor mapping and exploring funding and technical support with them;
7. Other supporting documents for the projects as required by the donor agency and Secretary General.

UCLG ASPAC provides equal employment opportunities. Individuals from minority groups, indigenous group and person with disabilities who meets the requirements of this advertised job, are encouraged to apply.

Interested candidates are invited to submit an updated CV with a cover letter to: [recruitment@uclg-aspac.org](mailto:recruitment@uclg-aspac.org) with cc to [aniessa.sari@uclg-aspac.org](mailto:aniessa.sari@uclg-aspac.org) citing the subject: Regional Project Manager – CRIC.

Kindly register your profile to <http://recruitment.uclg-aspac.org/apps/>.