



United Cities and Local Governments Asia Pacific

Terms of Reference

Vacancy No:	023/UCLG ASPAC/GCOM GRC/XI/2022
Division:	Copywriter and Design Intern for GRC
Supervisor:	GRC Coordinator and Knowledge Management Officer
Duty Station:	UCLG ASPAC Secretariat
Duration:	1 November 2022 – 31 December 2022
Date Posted:	09 November 2022
Closing Date:	16 November 2022

1. Background

United Cities and Local Governments (UCLG) is a worldwide association of local governments and the officially recognized voice of local governments by the United Nations. UCLG Asia Pacific (ASPAC) as the largest regional section of United Cities and Local Governments (UCLG) 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.

Under the Global Covenant of Mayors Global Regional Coherence-Coordination programme, UCLG ASPAC is planning to carry out several activities in November 2022-December 2022 related to issues on the Climate and Sustainable Agenda, as well as any related events. During the preparation process, UCLG ASPAC requires assistance in developing and managing knowledge as well as communications products for the UCLG ASPAC website (articles related to upcoming COP27), social media, and other communication materials (e.g., brochures, e-flyers, e-banners, short videos, etc.). Therefore, UCLG ASPAC under the Global-Regional Coordination (GRC) is recruiting interns to fill in this position to support the development of knowledge products.

2. Objectives

The main objective of the Internship Programme under UCLG ASPAC is to provide professional exposure of students or fresh graduates through involvement in the programmes and activities of UCLG ASPAC, especially those focusing on climate action, in which further specifications have been mentioned in the background.

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, sustainable development, and other relevant works of UCLG ASPAC.

It is expected that interns can obtain in-depth knowledge of the UCLG ASPAC Secretariat functional activities, apply their knowledge and skills of their respective backgrounds, while learning a new set of skills and knowledge, encompassing issues of local governance and sustainable development as the result of the internship period.

3. Roles and Responsibilities

UCLG ASPAC is looking for **2 interns** for position of Copywriter and Designer shall be engaged in responsibilities that include but are not limited to:

Support the Knowledge Management Team in:

- a) Conducting research, drafting articles related to UCLG ASPAC's programmes/projects related to Global Regional issues in particular on Climate and Sustainable Development Agenda (e.g., COP27)
- b) Support the preparation and creation of various knowledge and communication products (posters, leaflets, e-banners, e-flyers, social media posts on UCLG ASPAC's digital platforms.
- c) Taking notes of meetings, events, webinar sessions, workshops, trainings.
- d) Assisting other relevant assignments from the supervisor and the Knowledge Management Division.

4. Qualifications

The candidate must:

- a) Be at least in the 6th semester of his/her undergraduate programme in either International Relations or Communications fields, other related majors (visual design, graphic design etc.)
- b) Have a minimum GPA of 3.0 (out of 4.0)
- c) Possess excellent English Speaking and writing skills
- d) Capable in handling social media and/or digital communication.
- e) Have experience in graphic/visual design, with skills in either of these design softwares:
 - a. Adobe Photoshop
 - b. Adobe Illustrator
 - c. Adobe InDesign
 - d. Canva
- f) Video editing software such as Final Cut/iMovie, Adobe Premiere, etc.
- g) Capable in handling social media and/or digital communication
- h) Have experience in either of these visual design softwares:
- i) Video editing softwares such as Final Cut/iMovie, Adobe Premiere, etc.
- j) Be proactive and determined

5. Duration of Internship and Outcome

The duration of the alumni internship programme is 2 months, with 10 days/month and 8hrs/day, and shall be conducted under the Knowledge Management and Communications Division. The individual will be supervised by the Knowledge Management Officer and GRC Coordinator, and will deliver timesheet report and will be remunerated.

6. How To Apply

Interested candidates are invited to submit an updated CV with a cover letter to: recruitment@uclg-aspac.org with cc to rendy.primrizqi@uclg-aspac.org; Cemara.dinda@uclg-aspac.org, citing the subject: Copywriter and Design Intern for GRC.

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

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