

UNITED CITIES AND LOCAL GOVERNMENTS

ASIA PACIFIC

Term of Reference (TOR)

No Vacancy:	017/UCLG ASPAC/IKI/IX/2022
Post Title:	Project Finance Officer
Division:	Finance and Admin
Duty Station:	UCLG ASPAC Secretariat, Jakarta
Duration:	July 2023 to June 2023 (1 Year) with extendable
Supervisor:	Finance and Accounting Manager and Co-supervised by Regional Project Coordinator
Posting Date:	28 June 2023
Closing Date:	08 July 2023

Background

United Cities and Local Governments Asia Pacific (UCLG ASPAC) is the biggest regional section of the United Cities and Local Governments (UCLG) in which its Secretariat is based in Jakarta, Indonesia and hosted by the Provincial Government of Jakarta. 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 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 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, decentralization, local finance, gender equality, women leadership and empowerment as well as good governance.

In 2022, UCLG ASPAC as part of the consortium in partnership with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP), and IREUS University of Stuttgart, will be engaging in one of Internationale Klimaschutz Initiative (IKI) project – Integrated Urban Climate Action for Low-

Carbon and Resilient Cities (Urban-Act). It is a four (4) years project covering five countries and the project objectives are to enhance vertical integration and enabling conditions for planning and implementation of evidence-based and inclusive urban climate action in line with Sustainable Development Goals (SDGs) and Nationally Determined Contributions (NDCs). The project will be partnering with Urban-Act partner countries such as China, India, Indonesia, the Philippines, and, Thailand. The project implementation will provide targeted support both at the regional level (Asia-Pacific region), and national level (Indonesia).

In regional level, UCLG ASPAC will be partnering with UNESCAP and GIZ country representatives of Urban-Act from five countries, and for national level (Indonesia), the partners are GIZ Jakarta, and Ministry of National Development Planning (BAPPENAS) as the chair of Urban-Act project in Indonesia with its members from other political agencies, such as Ministry of Environment and Forestry (KLHK), Ministry of Home Affairs (Kemendagri), and Ministry of Finance (Kemenkeu).

The Project has the following four targeted outputs of the work plan activities:

Output 1: Improved Institutional Environment for Climate-Sensitive Urban Development

- Regional Work Plan : Comparative research and analysis
- National Work Plan: a. Outreach on urban climate governance and policy instruments for climate-sensitive urban planning, b. Enabling conditions for urban climate finance

Output 2: Evidence-Based and Inclusive Climate-Sensitive Spatial and Urban Planning

- Regional Work Plan : Regional advocacy in city networks and platforms
- National Work Plan: a. Outreach on evidence-based climate-sensitive urban planning, b. Showcasing the integration of climate change indicators in urban development plans

Output 3: Project concepts for urban climate action investments identified

- Regional Work Plan : Networking and matchmaking with international urban climate finance initiatives
- National Work Plan: a. Outreach for urban climate action planning, b. Concept note development for urban climate actions

Output 4: Enhanced Knowledge Through Regional Networking, Exchange and Learning

- Work Plan: a. City-to-city knowledge exchange and city pairing, b. International and regional peer-learning and exchange

UCLG ASPAC is recruiting the Project Finance Officer for a one-year (1) period with the possibility of extension, based on satisfactory performance. The post will be supervised by the Finance and Accounting Manager and co-supervised by Regional Project Coordinator. The selected candidate will have six months (6) period of work probation.

Scope of Works/Key Duties

1. Responsible for delivering project finance activities in the pilot cities under Urban-Act Project;
2. To provide proactive, accurate, timely and high-quality financial work to the Urban-Act project and to ensure proper filing in hard and soft copies.

3. To provide assistance in maintaining the communication with the donor agencies and be responsible for the overall integrity and coherence of the financial requirement of the project in coordination with the Programme and other Divisions within UCLG ASPAC.
4. Be responsible for project finance arrangements related with project's visits and activities.
5. Design, establish and maintain a central filing system for project finance and ensure quick retrieval of files when needed.
6. To liaise with Finance and Administration Division to ensure that all bills related projects expenses are paid on a timely basis.
7. To assist the Project Manager and/or Project Staff in preparing the evaluation, annual and/or all kinds of reports on the financial matters.
8. To perform other financial tasks consistent with the overall scope for this post as directed by the Regional Project Manager and/or the Secretary-General.
9. Be responsible for maintaining and delivering standardised financial support for the Programme/Project Division to ensure the smooth and adequate flow of information within the project to facilitate its operations.
10. Oversee the progress and compliance of the Programme/Project financial in providing proactive, accurate, timely and high-quality financial work to the programmes/projects of UCLG ASPAC, to ensure its compliance to the UCLG ASPAC/donors policy and regulation and to ensure proper filing in hard and soft copies.

Qualifications:

❖ Education:

- Minimum Bachelor's degree in Finance/Accounting.

❖ Experience:

- Minimum 5 (five) years of professional experience in financial administration, bookkeeping and office financial project and working in a similar position in an NGO and/or an International Organization/ National Corporation.
- Have at least 2 years of experience in managing the grant (EU funded or GIZ Funded).
- Demonstrated experience working with national and local governments, multi-donor agencies and/or development partners.
- Experienced in the usage of computers and office software packages is required.

❖ Language:

- Fluency in written and spoken in English (with Certificate: TOEFL, IELTS) and Native Bahasa Indonesia.

❖ Computer skills:

- Proficiency in MS Office.

❖ Other skills and competencies:

- Demonstrates ability in project finance management.
- Has strong analytical, communication and interpersonal skills.

- Demonstrates detail orientation, proactive attention to outcomes and expectations, and ability to understand and effectively use information and data.
- Has working experience in international cooperation development projects.
- Be willing to travel during the project's implementation when required.
- Has ability to work in a team and individual.

Supporting Team

She/He shall be supervised by the Finance and Accounting Manager, supported by the Regional Coordinator under the Integrated Urban Climate Action for Low-Carbon and Resilient Cities (Urban-Act) Project.

Deliverables

1. Monthly progress report.
2. Monthly Timesheet.

How to apply

Interested candidates are invited to submit an updated CV with a cover letter to: recruitment@uclg-aspac.org copy to helmi.abidin@uclg-aspac.org, and kindly register your profile to <http://recruitment.uclg-aspac.org/apps/>, citing the subject: Project Finance Officer Urban Act

Kindly submit the application (cover letter and CV) before 08 July 2023, 23:00 PM (Jakarta Time)