



TERM OF REFERENCE

Position	: Paid Intern for Administrative Work of Secretariat and Climate Resilience and Inclusive Cities (CRIC) Project of UCLG ASPAC
Division	: Programme and Secretariat
Duration	: Three (3) months
Budget Line	: CRIC and Secretariat
Posting Date	: 15 August 2023
Closing Date	: 24 September 2023

I. Background

UCLG ASPAC (United Cities and Local Governments Asia-Pacific) is the largest regional section of UCLG, an amalgamation of International Union of Local Authorities (IULA), United Towns Organization (UTO), and World Association of the Major Metropolises (METROPOLIS) set up in Ghent (Belgium) in 1913, in Aix-les-Bains (France) in 1957 and in 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 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 their 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, decentralisation, municipal finance, gender equality, women leadership and empowerment, and good governance.

In an attempt to support the UCLG ASPAC Secretariat and the Climate Resilience and Inclusive Cities (CRIC) – a Project funded by the EU, UCLG ASPAC is planning to hire 3 (three) interns for the period of three (3) months.

Objective

The main objective is to hire highly competent fresh graduate or college students to support the administrative work of the Secretariat and CRIC project including documentation and filing.

II. Qualifications

The candidate must:

- Have excellent English speaking and writing skills.

- Have an analytical, data-driven, detailed mindset and well-organised skills/abilities.
- Be a fresh graduate or student at least in the 5th semester of his/her Diploma degree in relevant fields. He/she may have a minimum GPA of 3.00 (out of 4.0).

III. Assignments and expected outputs

The duration is a three (3) month period. Under direct supervision of the Administrative Officer, and the Accountant and Finance Administrative Coordinator for CRIC Project, the interns are expected to perform the administrative work, but not limited to the following:

- To support and assist in sorting files.
- To determine active and passive files.
- To scan the files and do the data entry.

At the end of the internship, the following outputs are expected:

- A final report detailing the filing.
- A well-organised documentation and labels on UCLG APAC storage.
- Well-organised PDF files with good quality (readable & clear).

IV. Allowance:

For the selected interns, UCLG ASPAC will provide meals and transport allowance per day. Total working day of no more than 18 days/month.

V. How to apply

Interested candidates are invited to submit an updated CV with a motivation letter to: recruitment@uclg-aspac.org and the subject: Internship – Admin CRIC/Secretariat.

Kindly submit them before 24 September 2023, (05:00 PM Jakarta Time).