UNITED CITIES AND LOCAL GOVERNMENTS
ASIA PACIFIC

Term of Reference (TOR)

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<tr>
<th>No:</th>
<th>006/UCLG ASPAC/I/2024</th>
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<tr>
<td>Post Title:</td>
<td>Project Assistant</td>
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<td>Division:</td>
<td>Programme</td>
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<tr>
<td>Duty Station:</td>
<td>UCLG ASPAC Secretariat, Jakarta</td>
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<tr>
<td>Duration:</td>
<td>One (1) year with extendable</td>
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<tr>
<td>Posting Date:</td>
<td>16 January 2024</td>
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<td>Closing Date:</td>
<td>26 January 2024</td>
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Background

United Cities and Local Governments Asia Pacific (UCLG ASPAC) is the biggest regional section of the United Cities and Local Governments (UCLG), whose Secretariat is based in Jakarta, Indonesia, and is hosted by the Provincial Government of Jakarta. UCLG is a worldwide association of local governments and the officially recognised 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 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 community development.

The Kalibaru Hub Project is presently being implemented by UCLG ASPAC, in partnership with Jakarta Provincial Government and funding support from the City Resilience Network (RCN). This initiative aims to assist the local community in addressing poverty and inequality withing Jakarta City. The emphasis is on reinforcing local development to benefit communities across different levels within a specific territory.

Effective local policies will aim for fair distribution of development and generate the quality of local economic growth. Through this project, the city will introduce new business initiatives to process the shell waste. The initiatives involved strengthening the organizational capacity and business skills through a series of capacity-building sessions for the Cangkring (CangKang or Dry Shell) community.
The Kalibaru Hub is designed to create new uses for waste in an innovative micro-circular economy in the Cangkring community. The Hub will act as a central community center for SMEs to recycle waste efficiently and develop products from the recycled waste. By providing SMEs with essential initial capital, supporting product development, and facilitating market access for their recycled products, the funds are poised to accelerate the growth and success of local entrepreneurs. United Cities and Local Government Asia-Pacific (UCLG ASPAC) will assist in the implementation of the Kalibaru Hub, bringing local government stakeholders and business training to this groundbreaking initiative that benefit the local community.

Objectives

The purpose of this assignment is to provide support with the project implementation under supervision of Project Coordinator. The Project Assistant will help manage the project activities and support the coordination with Jakarta Province (Bappeda).

The expected outcomes of the assignment are as follows:
- All correspondence with Jakarta Province
- Implemented activities during the project duration
- Meeting notes and workshop proceedings

Scope of Work/Key Duties

This assignment is provided to assist with the project implementation during project duration with the scope of work shall be as follows:

1. Support the correspondence and coordination activities pertaining to preparation of meetings, workshop, training and other relevant activities i.e. preparing letters, setting the meeting schedule, etc.,
2. Document the process of workshops and all related activities including the proceedings, meeting minutes and activity reports,
3. Support the Project Coordinator in preparing the project report and other assessment reports including questionnaire,
4. Support the Finance and Admin Officer for the administrative and financial documentation,
5. Maintain regular communication with Jakarta Province, RCN and all partners involved.

The interested applicants are required to submit a detail CV and cover letter to UCLG ASPAC by 26 January 2024 through email: recruitment@uclg-aspac.org.

Qualifications and Requirements

- Having, at minimum, a bachelor degree in development studies, social sciences and or other related majors.
- Having at least minimum of 2 years of excellent working experience, preferably in development project implementation
- Having deeper knowledge of social development context at local level
- Having good analytical skill on project implementation processes and ability to provide recommendation to address the challenges
- Having good communication skills
- Performing the scope of work as set out in the above requirement to a very high standard:
- Ability to work with minimum supervision and in a team;
Supporting Team

The post will be supervised by the Learning and Capacity Building Coordinator of UCLG ASPAC. As Project Coordinator of Kalibaru Hub

Deliverables
1. Monthly progress report.

How to apply
Interested candidates are invited to submit an updated CV with a cover letter to: recruitment@uclg-aspac.org - citing the subject: PA – Kalibaru Hub - by latest 26 January 2024.