
TERMS OF REFERENCE

Vacancy No:	009/UCLG ASPAC/II/2024
Post Title:	Strategic Services and Programme Manager
Division:	Bureau of Secretary General
Duty Station:	UCLG ASPAC Secretariat
Duration:	One-year contract and extendable
Posting date:	19 February 2024
Closing date:	04 March 2024

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 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, 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 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, decentralisation, local finance, gender equality, women leadership and empowerment as well as good governance.

Following the expansion of its Secretariat and to support the increased cooperation of cities and local governments, UCLG ASPAC is inviting professional and dynamic people to fill in the open positions. UCLG ASPAC is recruiting the Strategic Services and Programme Manager for a year (1) period with the possibility of extension, based on satisfactory performance. The Post is assigned to lead an institutional function under the Bureau of Secretary General of UCLG ASPAC and to foster collaboration among the departments to ensure the achievement of the vision and mission of UCLG ASPAC.

The Strategic Services and Programme Manager is a strong person, able to build a solid team and work cohesively with other departments. This post contributes to strategic decision-making and problem

solving including but not limited to the Strategic Services and Programme Division.

The Strategic Services and Programme Manager will build a culture of excellence by elaborating context-informed strategies in line with UCLG ASPAC donors' standards and protocols; developing regional management plans and improving the Standard Operating Procedures (SOP) and its implementation. This will ensure effective systems that support healthy, robust and integrated functions of the Organisation and its programmes/projects and support activities to be in place. She/he will also put in place reporting and accountability mechanisms to guarantee the efficient/appropriate use of UCLG ASPAC resources.

Key Duties

Strategy and Vision

- Participate actively in the elaboration and update of the regional strategy, including capacity development, policy advocacy, research, as well as communications and outreach.
- Involve in business development including the development of the proposals of programmes and projects.
- Provide good quality assurance and control of the Organisation's functions.

Institutional Management

- Promote accountability, communicate expectations, and provide constructive feedback to enhance compliance and quality of programmes/projects.
- Contribute to the capacity development of the Team.
- Support the design and implementation of the Monitoring, Evaluation, and Learning (MEL) Framework for the Organisation, aligning it with the organization's Manifesto, Programme and Projects' MEL framework, and advocacy efforts.
- Update and follow up the organisation's needs assessment to enhance the Standard Operating Procedure (SoP) and its implementation, involving staff participation.

Procurement Management

- Ensure timely, accurate processing and documentation of procurements and chair tender openings as required supported by the Administrative Manager.
- Monitor the process of developing and implementing the Procurement Policy and Procedures and its Guidelines.

Programme Management

- Lead and oversee small-scale projects to test innovation and initiate the application of project minimum standards.

- Oversee the progress and compliance of the Programmes/Projects carried out by Project/Programme Managers for their work including proactive, accurate, timely and high-quality narrative reports.

Others

- Perform other tasks consistent with the overall scope for this post as directed by the Secretary-General.

Influence and Representation

- Consistently demonstrate flexibility, resilience and ability to maintain positive relationships and composure, even under difficult circumstances.
- Contributes thematic expertise possessed to add value to the Organisation's Committees, Member Services, and Programme/Projects implemented by UCLG ASPAC.
- Maintain high ethical standards and treat people with respect and dignity.
- Demonstrate an awareness of his/her own strengths and development needs.

Qualifications:

❖ Education:

- Master's Degree in Business Administration, Development Studies, Public Policy and/or related fields.

❖ Experience:

- Minimum 13 (thirteen) years of professional experience in managing various development programmes/projects, and have experience working in a similar position in an International NGO and/or an International Organisation/ National Corporation;
- Demonstrated experience setting up, overseeing, and understanding the operation of INGO's operation (HR, finance, administration, travel, and procurement, logistics).
- Demonstrated experience working with local governments, multi-donor agency and/or development partners;
- Working experience in international cooperation development projects and/or city to city cooperation is a plus;

❖ Language:

- Fluency in written and spoken in English and Bahasa Indonesia.

❖ Computer skills:

- Proficiency in MS Office.

❖ Other skills and competencies:



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- Demonstrated attention to detail, following procedures, meeting deadlines and working and problem-solving independently and cooperatively.
- Excellent negotiation and representation skills.
- Effective verbal and written communication, organisational, and prioritisation skills.
- Ability to work effectively with an ethnically diverse team.
- Demonstrated detail orientation, proactive attention to outcomes and expectations, and ability to understand and effectively use information and data;
- Be willing to travel when required;
- Can work in a team and individually.

Supporting Team

S/he shall be supervised by the Secretary-General, supported by Regional Project Managers and Coordinators.

How to apply

Please Submit your application along with your CV and cover letter to: recruitment@uclg-aspac.org.

Fill the email "Subject" Column of the email in the format: <position applied> - <your name>

Closing date: 04 MarchFebruary 2024 (COB 5.00 PM)

Only the qualified candidate(s) will be contacted

UCLG ASPAC is committed to fostering a diverse and inclusive workplace.

Proudly declare an Equal Opportunity Employer, ensuring fair and unbiased consideration for all candidates.
