

UNITED CITIES AND LOCAL GOVERNMENTS

ASIA PACIFIC

Term of Reference (TOR)

No Vacancy:	012/UCLG ASPAC/IKI/III/2024
Post Title:	Project Finance Officer/Urban-Act
Division:	Finance and Admin
Duty Station:	UCLG ASPAC Secretariat, Jakarta
Duration:	May 2024 to May 2025 (1 Year) with extendable
Supervisor:	Finance and Accounting Manager and Co-supervised by Regional Project Coordinator
Posting Date:	28 March 2024
Closing Date:	19 April 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 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), TU Dortmund, and IREUS University of Stuttgart, are 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 enable 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 covers five countries such as China, India, Indonesia, the Philippines, and Thailand and it provides targeted support both at the regional level (Asia-Pacific region), and national level (Indonesia).

In regional level, UCLG ASPAC is partnering with UNESCAP and GIZ country teams, and for Indonesia, the strategic partner is the Ministry of National Development Planning (BAPPENAS) together with other line ministries 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.

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

Output 3: Project concepts for urban climate action investments identified.

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

Furthermore, UCLG ASPAC is looking a candidate for the Project Finance Officer of Urban-Act 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 Manager.

Scope of Works/Key Duties

1. Support the Finance Manager in maintaining communication with the main consortium partner (GIZ) and be responsible for the overall integrity and coherence of the financial requirement of the project in coordination with the Programme and line Divisions within UCLG ASPAC.
2. Be responsible for project finance and administrative arrangements related to project visits and activities (both national and regional component).
3. Design, establish and maintain a central filing system (using ERP) for project finance and ensure quick retrieval of files when needed.
4. Liaise with the Finance, Accounting, and Administration Division to ensure that all bills-related project expenses are reviewed and paid on a timely basis.
5. Support the Regional Project Manager in controlling the project budget and preparing the evaluation, annual and/or all kinds of reports on financial matters.
6. Support the Finance Manager in providing proactive, accurate, timely and high-quality financial work to the programmes/projects of UCLG ASPAC, to ensure its compliance with the UCLG ASPAC/donors policy and regulation/SOP and to ensure proper filing in hard and soft copies.
7. Be responsible for preparing and delivering standardised financial update/report (based

on the project document).

8. perform other financial tasks consistent with the overall scope for this post as directed by the Regional Project Manager and/or the Secretary-General.

Qualifications:

- Education:
 - Minimum bachelor's degree in economy, Business/Finance/related field.
- Experience:
 - Minimum 8 (eight) 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.
 - 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 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 the 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 Project Manager under the Integrated Urban Climate Action for Low-Carbon and Resilient Cities (Urban-Act) Project.

Reports

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 citing the subject: Project Finance Coordinator of Urban Act

Kindly submit the application (cover letter and CV) before 19 April 2024.