## Term of Reference (TOR)

<table>
<thead>
<tr>
<th>Vacancy No:</th>
<th>023/UCLG ASPAC/Urban Act/IV/2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Title:</td>
<td>Project Admin Officer</td>
</tr>
<tr>
<td>Division:</td>
<td>Programme / Urban Act</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>UCLG ASPAC Secretariat, Jakarta</td>
</tr>
<tr>
<td>Duration:</td>
<td>One (1) year with extendable</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Project Manager (Urban-Act)</td>
</tr>
<tr>
<td>Posting Date:</td>
<td>17 July 2024</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>24 July 2024</td>
</tr>
</tbody>
</table>

### Background

United Cities and Local Governments Asia Pacific (UCLG ASPAC) is the biggest regional section of the 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.

As part of the project consortium, UCLG ASPAC 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, is engaging in one of Internationale Klimaschutzinitiative (IKI) project – Integrated Urban Climate Action for Low-Carbon and Resilient Cities (Urban-Act). The project period has been implemented since December 2022 and it covers five countries (China, India, Indonesia, the Philippines, and Thailand). Furthermore, 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).
At the regional level, UCLG ASPAC is partnering with UNESCAP and GIZ country representatives of Urban-Act from five countries, and for Indonesia, the partners is closely collaborating with GIZ Jakarta. Further, the consortium partner works with political institutions led by the Ministry of National Development Planning (BAPPENAS) as the chair of the Urban-Act (UA) project in Indonesia and closely engage with the Ministry of Environment and Forestry (KLHK), Ministry of Home Affairs (Kemendagri), and Ministry of Finance (Kemenkeu). The UA Project has the following four targeted outputs:
- 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 recruiting the Project Admin Officer as part of Urban-Act project team and the officer will be for a one-year (1) period with the possibility of extension, based on satisfactory performance.

**Scope of Works (SOW)**

**Administrative and logistical for Urban-Act Project (60%)**

1. Be responsible for ensuring all administrative related tasks to support projects and programmes to run as planned and targeted. These include the organising of administrative and logistical aspects of activities and events.
2. Manage and monitor the availability of accessories, equipment, stationery, office supplies, office stock and placing orders as required.
3. Assist the Administrative Manager in ensuring that the Secretariat and its project/programme’s services and contracts are maintained and renewed accordingly (internet, website, Travel Agent, Equipment/Machines rental, etc).
4. Maintain the Organisations’ filing system for administrative documentation and ensure to update it on time.
5. Provide proactive, accurate, timely and high-quality administrative work and ensure proper filing in hard and soft copies.
6. Perform other administrative tasks that are consistent with the overall scope for this post as directed by the Administrative Manager; Programme or Project Coordinators and Managers and/or the Secretary General.

**Procurement and Contract Services (40%)**

1. Prepare the draft of TOR procurement in line with SOW as a required of the advertisement.
2. Involve the selection of vendors (under the coordination with HR and Admin Manager and Project team).
3. Responsible for the procurement requirement process (include the drafting SA agreement and evaluation form for vendor (i.e travel tour, hotel, MSI system).
4. Liaise with selected vendor (the compliance documents).
5. Responsible for the payment terms and processing according to agreement (payment request etc.)

**Qualifications:**

- **Education:**
  Bachelor’s degree in business administration, Public Administration, and/or related fields.
- **Experience:**
At least Five (5) years of experience in Management, Administrator, or similar role. Demonstrated experience working with national and local governments, multi-donor agencies and/or development partners (GIZ, EU, World Bank, UN Agencies etc.).

- Language:
  High standard of spoken and written in English (TOEFL or IELTS Score) and Bahasa Indonesia.
  Other skills: Chinese/Mandarin or other is a plus.

- Computer skills:
  Proficiency in MS Office

- Other skills and competencies:
  - 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 implementation of programmes and projects when required;
  - Can work in a team and individual;
  - Strong ability to work independently, including the ability to do multitasking works, prioritising the competing tasks and managing time effectively;
  - Has strong organizational skills with a problem-solving attitude;
  - Can work in tight deadlines and adapt quickly to changing environments;
  - Has positive attitude and open-mind set and provide better services to members;
  - Excellent interpersonal skills, diplomacy, and persuasion skills.

**Supporting Team:**
She/he shall be supervised by the Urban-Act Project Manager, indirect report to the HR & Admin Manager.

**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 Admin Officer of Urban Act

Kindly submit the application (cover letter and CV) before 24 July 2024.

This is for identified candidate.