

## CALL FOR VACANCY

Vacancy Nbr:	001/UCLG ASPAC//I/2026
Post Title:	ASEAN Governors and Mayors Forum Strategic Advisor
Division:	Bureau of Secretariat
Duty Station:	Primarily remote, with periodic missions to Jakarta
Duration:	12 Month
Supervisor:	Secretary General UCLG ASPAC
Posting Date:	25 January 2026
Closing Date:	31 January 2026

### Background

United Cities and Local Governments (UCLG) is a worldwide association of local governments and the officially recognised voice of local governments by the United Nations. UCLG Asia Pacific (UCLG ASPAC), as the largest regional section of UCLG, has linkages to more than 10,000 cities and local governments. It represents well over 4.1 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 to nurture sustainable development in their respective regions. This encompasses areas such as climate change, sustainable urban planning, disaster resilience, gender equality, and good governance.

UCLG ASPAC covers four sub-regions, including the Southeast Asian sub-region that comprises around 700 million inhabitants. UCLG ASPAC serves as the Secretariat of the ASEAN Governors and Mayors Forum (AGMF) – an accredited entity of ASEAN since 2018. AGMF has become an instrumental entity in promoting local governments in ASEAN member states through its regular forums, dialogues, and capacity-building programmes. AGMF is also tasked with localising the ASEAN Community Vision (ACV) 2045 – a blueprint for ASEAN’s long-term regional development.

To strengthen this mission, UCLG ASPAC seeks to recruit a **Strategic Advisor** to support AGMF in 2026, focusing on the localisation of ACV 2045, resource mobilisation, and strengthening the strategic positioning of local governments within ASEAN mechanisms.

### Objectives

The Strategic Advisor will:

- Strengthen governance coordination, international cooperation, and institutional collaboration.
- Mobilise resources for AGMF programmes and projects.
- Enhance knowledge management and advocacy on the role of local governments in promoting inclusive and sustainable development.

- Support AGMF in contributing to ASEAN's policy frameworks, particularly through the localisation of ACV 2045.

### Scope of Work

The core responsibility of the AGMF Strategic Advisor is:

1. To support the AGMF in raising awareness and understanding of the ASEAN Community Vision 2045;
2. To advise on localising the ASEAN Community Vision 2045;
3. To provide strategies for cooperating with ASEAN, particularly with local governments;
4. To achieve the AGMF/UCLG ASPAC's funding strategy through the pursuit of strategic funding opportunities as well as the development and maintenance of strategic relationships with key donors, partners, and the relevant ASEAN entities;
5. To identify and provide strategies on new funding opportunities from bilateral, multilateral and other institutional donors;
6. To proactively track and pursue upcoming opportunities and ensure proactive donors/strategic partners;
7. To coordinate the development of strategic, high-value and complex bid proposals, ensuring the highest quality products for submission to the potential donors.
8. To represent AGMF/UCLG ASPAC as a technical/managerial expert in relevant ASEAN events;
9. To promote and support AGMF/UCLG ASPAC to cultivate excellent working relationships with the ASEAN Secretariat, ASEAN Bodies, ASEAN Entities and Partners;
10. To contribute to the AGMF/UCLG ASPAC's strategy in localising the ACV2045 and integrate them in the work of ASEAN;
11. To provide inputs to scale up promising approaches for the development of sustainable projects/programmes.
12. Gradually travel to Indonesia to strengthen communication and coordination with the AGMF Secretariat, ensuring alignment of strategies and enhanced collaboration.

### Expected Outcomes

#### Strategic Deliverables:

1. Development of Strategic Plans on Localising the ACV2045
2. Strategies on Resource Mobilisation
3. Project/Programme Proposal Application to potential donors

### Assignment Modality and Working Arrangement

Location	Allocation
UCLG ASPAC Secretariat (Jakarta, Indonesia)	Quarterly Visit for a max of 5 working days per visit
Remote Work	Regular Working Days

#### Key Deliverables:

Ref	Deliverable	Description	Indicative Timeline
A1	Strategic Plan on Localising ACV 2045	Comprehensive plan outlining approaches for integrating ACV 2045 into ASEAN local government agendas.	Q1–Q2 2026
A2	Resource Mobilisation Strategy	Detailed strategy for securing donor funding, including identification of opportunities and engagement plans.	Q2-Q3 2026
A3	Funding Proposals	Preparation and submission of high-quality project/programme proposals to bilateral, multilateral, and institutional donors.	Q3–Q4 2026
A4	Position Paper Contribution	Drafting and contributing to AGMF Secretariat's Cities and Local Governments Position Paper for ASEAN.	Q3–Q4 2026
A5	Donor Engagement Reports	Regular reports on donor engagement, partnership building, and funding secured.	(2026-2027)
A6	Final Strategic Report	Consolidated report summarising achievements, lessons learned, and recommendations for future AGMF strategies.	Q4 2027

#### Qualifications:

The Strategic Services Advisor should possess the following qualifications and expertise:

- Development professional with a relevant master's degree or a bachelor's and equivalent professional experience;
- 10+ years demonstrated experience identifying and securing funding from key government donors, multilateral agencies, corporate donors and/or foundations;
- Proven record of accomplishment in institutional partnership building and engagement at a mid-senior level, preferably in Southeast Asia;
- Demonstrated ability to communicate with impact at a high level and with a range of appropriate styles for different audiences;
- Experience in influencing and delivering results within a large, complex global organisation;
- In-depth experience and knowledge of international development issues, particularly in the ASEAN region;
- Fluency in English (written and spoken).

#### Reporting and Supervision

- The Advisor will report directly to the Secretary General of UCLG ASPAC/AGMF.
- Progress will be measured through **output-based reports** aligned with the deliverables listed above.

**Budget:** AGMF

**Supporting Team:** The AGMF Strategic Advisor shall be supervised by the Secretary General of UCLG ASPAC/AGMF.

**Reports:** Output-based progress report.

**How to apply:**

The applicants are invited to submit:

1. **CV (maximum 3 pages);**
2. **Brief Cover Letter** outlining relevant experience and availability.

Please send your application by **31 January 2025** with the email subject: **Strategic Advisor - [Your Name]** to: **recruitment@uclg-aspac.org**

*This Job Vacancy is creating to formalise the appointment of an identified candidate based on prior evaluation and management decision.*

**-UCLG ASPAC is committed to diversity and inclusion and encourages qualified candidates of all backgrounds to apply-**