

CALL FOR APPLICANTS

No	011/YCAF-UCLG ASPAC/ VIII/2026
Post Title	Project Admin Assistant – YCAF North Minahasa & Tangerang (Alumnae Intern, Part-Time)
Division	Strategic Services and Programme Division / Youth Climate Action Fund (YCAF) – North Minahasa Regency & Tangerang Regency (funded by Bloomberg Philanthropies, fiscally sponsored via UCLG ASPAC)
Duration	6 months (early September 2026 – early March 2027), part-time (approx. 0.70 FTE combined)
Posting Date	01 September 2026
Closing Date	05 September 2026

BACKGROUND

United Cities and Local Governments (UCLG) is the worldwide association of local governments and the officially recognised voice of local governments by the United Nations. Asia Pacific (UCLG ASPAC) is the largest regional section of UCLG, representing over 10,000 local governments and more than 4.1 billion people.

UCLG ASPAC serves as the Fiscal Sponsor for the Youth Climate Action Fund (YCAF) — a global programme established by Bloomberg Philanthropies, delivered with the Bloomberg Center for Public Innovation (BCPI) at Johns Hopkins University, C40 Cities, and UCLG, as a fiscally sponsored project of Rockefeller Philanthropy Advisors (RPA) — across three Indonesian member cities: Jakarta, North Minahasa Regency, and Tangerang Regency.

North Minahasa Regency and Tangerang Regency are engaged under Tier 2 – Fiscal Sponsorship and Compliance Oversight, under which each city leads its own local implementation directly, while UCLG ASPAC holds funds, reviews compliance, and reports to RPA. Tangerang's Open Call is already underway, with selection expected by end of August 2026. Given this accelerated timeline, UCLG ASPAC seeks to engage a part-time Alumnae Intern – Project Assistant to provide results-based compliance and financial administration support across both cities.

SCOPE OF WORK

The Project Admin Assistant will work under the overall supervision of the Strategic Services and Programme Manager, in coordination with the Finance and Accounting Manager, Human Resources and Procurement Manager.

1. Financial Administration & Reimbursement Support

- Support review and processing of both cities' expenditure documentation for reimbursement.
- Maintain financial records and supporting documentation in line with UCLG ASPAC's 4-year retention requirement.

2. Compliance Review

- Review city-submitted budgets and financial reports against YCAF Programme Charter eligibility criteria before RPA submission.
- Flag ineligible expenses and support cities in revising submissions accordingly.

3. Remote Coordination & Reporting

- Support communication and coordination with both cities' counterparts remotely.
- Support data input to the YCAF reporting platform.
- Support consolidation of financial and narrative reports to RPA for both cities.

4. Documentation & Knowledge Management

- Maintain organised digital filing of both cities' programme documents.
- Support preparation of brief progress updates and internal summaries.

REQUIRED QUALIFICATIONS

- Bachelor's degree in a relevant field (Public Administration, International Relations, International Law, or equivalent demonstrated experience). Fresh graduates or students in the final stage of completion are welcome to apply
- Prior experience in financial administration, grant compliance, or programme/project coordination.
- Familiarity with Indonesian public sector budget standards or grant compliance review is an asset.
- Strong financial administration and documentation skills.
- Good communication skills in Bahasa Indonesia and English.
- Ability to work independently and manage multiple, geographically distributed stakeholders remotely.
- Proficiency in Microsoft Office/Excel and digital collaboration tools.
- Prior engagement as a UCLG ASPAC intern (alumnae) is strongly preferred, consistent with UCLG ASPAC's preference to recruit from its own intern alumni network for this role.

CONTRACT DURATION AND DUTY STATION

- Early September 2026 – Early March 2027 (6 months, consultancy basis; exact dates may adjust depending on start date and Tangerang's Technical Arrangement status).
- Duty station: Jakarta (remote coordination with North Minahasa Regency and Tangerang Regency; no regular travel expected).
- The engagement is an individual, results-based, and time-bound assignment.
- The assignment does not constitute an employment relationship.
- Remuneration is based on agreed deliverables, subject to satisfactory performance.

DELIVERABLES

Deliverable	Description	Indicative Deadline
D1	Inception note covering both cities' compliance status and outstanding items	Within 5 working days of contract start
D2	Compliance review outputs for North Minahasa's and Tangerang's revised budgets	September 2026
D3	Organised financial documentation set for both cities	Nov–Dec 2026
D4	Consolidated financial/narrative reporting inputs, per RPA schedule	Ongoing
D5	Final consolidated handover folder for both cities	End of contract

HOW TO APPLY

Interested applicants — UCLG ASPAC alumnae interns are especially encouraged to apply — are invited to submit:

1. **CV (maximum 3 pages);**
2. **Brief Cover Letter** outlining relevant experience and availability;
3. **Names and contacts of two referees**

Please send your application by **05 September 2026 (06:00 PM)** with the email subject: **Application – PAA YCAF North Minahasa & Tangerang – [Your Name]** to: **procurement@uclg-aspac.org**

Only shortlisted candidates will be contacted for an interview.

The engagement of the Alumnae Intern shall be **reviewed and endorsed internally** in accordance with UCLG ASPAC's recruitment and alumnae internship programme engagement procedures and governed by the approved Terms of Reference and relevant internal documentation.

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