

CALL FOR APPLICANTS

No	012/YCAF-UCLG ASPAC/VIII/2026
Post Title	Project Assistant – YCAF Jakarta (Alumnae Intern, Full-Time)
Division	Strategic Services and Programme Division / Youth Climate Action Fund (YCAF) – Jakarta (funded by Bloomberg Philanthropies, fiscally sponsored via UCLG ASPAC)
Duration	6 months (early October 2026 – early April 2027), full-time
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.

Jakarta is engaged under Tier 1 – Full Management, with an Open Call for youth-led climate microgrants planned to launch by end of August 2026. Given the fixed programme timelines and delivery-critical milestones ahead, UCLG ASPAC seeks to engage a full-time Alumnae Intern – Project Assistant to provide results-based administrative and content/coordination support.

SCOPE OF WORK

Project Assistant for Content 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. Grant Administration & Compliance Support

- Support financial administration of Jakarta's YCAF administration budget, including documentation of expenditures and record-keeping.
- Support compliance review of programme activities against the YCAF Programme Charter, flagging ineligible costs before submission to RPA.
- Support data input to the YCAF reporting platform.

2. Open Call & Programme Content Coordination

- Support coordination and promotion of Jakarta's Open Call, including co-design and information sessions with young people.
- Support stakeholder and youth engagement activities, forums, and feedback sessions.

- Support the City Lead's eligibility review of microgrant proposals prior to submission to the independent selection committee.

3. Disbursement, Monitoring & Reporting

- Support coordination of microgrant fund disbursement to selected projects.
- Support monitoring of funded projects, including check-ins, forums, and the mayor-grantee event.
- Support consolidation of financial and narrative reports to RPA.

4. Documentation & Knowledge Management

- Support preparation of brief progress updates and internal summaries.
- Maintain organised digital and physical filing systems.
- Support compiling documentation for institutional records and the YCAF reporting portal.

REQUIRED QUALIFICATIONS

- Bachelor's degree in a relevant field (development studies, public policy, international relations, environmental studies, International Law, Public Administration or related) completed or in the final stage of completion, or equivalent demonstrated experience.
- Prior experience in project implementation, administrative support, grant/programme coordination, or youth engagement programmes.
- Familiarity with climate action, youth programmes, or local governance is an asset.
- Strong organisational, documentation, and basic financial administration skills.
- Good communication skills in Bahasa Indonesia and English.
- Ability to work independently and under supervision in a multicultural team environment.
- Proficiency in Microsoft Office, Google Workspace, 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 October 2026 – Early April 2027 (6 months, full-time; exact dates may adjust depending on start date).
- Duty station: Jakarta.
- 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
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D1	Inception note aligned with Jakarta's YCAF workplan and Open Call timeline	Within 5 working days of contract start
D2	Open Call coordination outputs (minutes, attendance lists, co-design documentation)	Ongoing (Oct 2026)
D3	Organised documentation set supporting the City Open Call Report	Mid-October 2026
D4	Disbursement and monitoring coordination outputs	Nov 2026 – Mar 2027
D5	Consolidated inputs for reporting to RPA	Ongoing, per RPA schedule
D6	Final consolidated handover folder	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** (at 06.00 PM) with the email subject: **Application – PA_content YCAF Jakarta – [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.***