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## **UCLG is recruiting a Junior Communication Officer**

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### **About United Cities and Local Governments**

***The united voice and world advocate of democratic local self-government***

*Additional information may be found at [www.uclg.org](http://www.uclg.org)*

Founded in May 2004, United Cities and Local Governments (UCLG) is the united voice and world advocate of democratic local self-government. Based in Barcelona, UCLG is the largest local government organisation in the world.

The cities and associations that are members of UCLG represent over half of the world's population and are present in 136 UN Member States across seven world regions – Africa, Asia-Pacific, Europe, Eurasia, the Middle East and West Asia, Latin America and North America. Over 1000 cities are direct members of United Cities and Local Governments, as are 112 national associations, which represent all the cities and local governments in their respective countries.

#### **UCLG's stated mission is:**

To be the united voice and world advocate of democratic local self-government, promoting its values, objectives and interests through cooperation between local governments, and within the wider international community.

#### **UCLG's work programme aims to:**

- Increase the role and influence of United Cities and Local Governments in global governance;
- Become the main source of support for democratic, effective, innovative local government that is close to the citizen;
- Ensure an effective and democratic global organisation.

These working axes enable UCLG and the local governments it represents to play a key role in the achievement of the United Nations Millennium Development Goals.

## **JOB DESCRIPTION**

### **SUMMARY**

**United Cities and Local Governments (UCLG) seeks an experienced team member to join its growing Communications Team at the United Cities and Local Governments World Secretariat in Barcelona.**

She/He will be the responsible for maintaining the organizations websites, ensure its proper functioning and work to maximize UCLG's presence by creating new pages and curating quality content for our websites, blogs, marketing promotions and various social media postings. We value new ideas, professional drive and curiosity. The ideal candidate is a self-motivator who enjoys his/her work and seeks innovative ways to communicate.

### **She/He will have the following main responsibilities:**

1. Maintains content and oversees day-to-day management of websites.
2. Working with the Communications team to unify the image of different websites and social networks.
3. Provide support to the coordination and implementation of UCLG's communication work.
4. Responsible for the design of web pages, including graphics and animation.
5. Assist in the creation and development of monthly social media reports.
6. Assist in the development and implementation of communication strategies for institutional and program-related activities.
7. Undertake media outreach through identifying journalists potentially interested in covering UCLG stories, building and maintaining media lists and pitching media stories.
8. Research and develop content for high-quality written documents for internal and external communication.
9. Assist the social and digital team with additional tasks as required.

## **PERSON SPECIFICATION**

### **Education and experience**

Minimum of a university degree. Bachelor's degree in Information and Communication Technology ICT or web design with 2 years working experience in Website Management (proven experience needed). MBA or post-graduate degree would be an advantage.

### **Skills and understanding**

1. Knowledge of Drupal, HTML, CSS skills is required (other tools are also valuable)
2. Knowledge of social media analysis tools
3. A strong communicator. Excellent oral and written communication skills, including the ability to synthesize complex material, making it intelligible to non-experts.
4. Excellent writing and grammar skills and attention to detail.
5. Quick learner, self-motivated, and ability to multi-task.
6. Works well under pressure and deadlines.
7. Ability to work to tight deadlines and adapt to changing priorities.
8. Analytical and decision-making capacity. Proactive attitude in the workplace.
9. Availability to travel (number of missions depending on the annual agenda of the network).

### **Languages**

- Proven competence in the fluent use of written and verbal communication skills in English
- Fluency in at least one of the other languages: French and Spanish

### **Behavioural competences**

- A reliable, hard-working, well-organised and committed person with a strong sense of duty.
- Ability to relate well to a diverse range of people, and to work effectively as part of an international team.
- Ability to adapt to different working cultures.
- Understanding of and commitment to equal opportunities.

## **COMPENSATION AND BENEFITS**

- Employment contract.
- The annual salary level for this fixed-term professional staff will be according to qualifications and experience.
- Private health insurance.
- Daily food allowance.
- Accident insurance.
- 23 days of annual leave.
- Place of work: Barcelona (Spain).

## **PROCEDURE AND SUBMISSION OF CANDIDACIES**

Those candidates meeting the abovementioned requisites can apply for the position by sending a CV and cover letter to [\*\*hrr@uclg.org\*\*](mailto:hrr@uclg.org):

The e-mail must include the following:

- in the subject section, the reference code **JCO**
- an attached cover letter **including expected salary**
- an attached personal CV

**Deadline: 30 November 2017.**

Applications that do not fulfil the requisites or do not comply with the procedure established will not be considered.

**Applicants need to ensure that he/she is in possession of a work permit for the European Union.**

Starting date: as soon as possible.

Depending on the number of applications submitted, a personalised response may only be guaranteed to those candidates shortlisted for interviews.

Absolute confidentiality is guaranteed throughout the selection process. In accordance with Organic Law 15/1999 on Personal Data Protection, we inform you that your data will be collected, included and processed in the Human Resources file of United Cities and Local Governments. Disclosure of personal data to third parties will require your informed consent.

You can exercise the rights of opposition, access, rectification and cancellation of this data by writing to the following address:

United Cities and Local Governments  
Carrer Avinyó, 15  
E-08002 Barcelona