

## **ACTION LEARNING OFFICER**

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

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

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 a global network of cities and local, metropolitan and regional governments, and the largest organization of local governments in the world.

UCLG represents over half of the world's population with a membership that includes more than 240,000 local governments of all sizes and 175 national associations of local governments in over 140 UN Member States across seven world regions: Africa, Asia-Pacific, Europe, Eurasia, the Middle East and West Asia, Latin America and North America.

#### **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, as the level closest to the citizen;
- Ensure an effective and democratic global organization.

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

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

## **JOB DESCRIPTION**

Under the supervision of the Head of the Learning team, the Action Learning Officer will support the implementation of the UCLG Work Plan – with special focus on the area of learning – by advising on, documenting, communicating and managing the assessment, preparation and implementation of international learning activities, initiatives and strategies pertaining to the division's areas of intervention.

### **The Action Learning Officer will have the following main responsibilities:**

1. Managing learning pilot projects, initiatives and activities in different regions, and – in close cooperation with the promoter(s) – contributing to the development of project proposals.
2. Reporting on the progress, problems and proposed solutions of the aforementioned projects, leading to the production of reports, information and communication tools in the areas of intervention.
3. Supporting engagement with members (cities and networks) in virtual learning activities.
4. Conducting webinars and online courses.
5. Actively organizing meetings and contributing to the preparation of wider UCLG meetings in the sectors of intervention.
6. Representing UCLG in relevant meetings.
7. Contributing to the development of relationships with partners, in cooperation with other UCLG teams.
8. Monitoring project work plans and their progress.
9. Contributing to the assessment of project results.
10. Communicating with and supporting other UCLG teams (sections, committees) involved in learning activities.
11. Contributing to the overall activities of the Secretariat as required.

# CANDIDATE SPECIFICATION

## EDUCATION

- Master's degree in relevant area.

## ESSENTIAL MINIMUM REQUIREMENTS

- Minimum of 6 years of experience relevant to the duties described above.
- Proven knowledge and experience in knowledge management (in associations or the public sector would be an asset).
- Experience in training (webinars, adult education).
- Knowledge and/or experience of different cultural contexts.
- Strong analytical, critical thinking and problem-solving skills.
- Capacity to work in horizontal management set ups.
- Ability to coordinate key messages and reporting through publications.
- Computer literate. Knowledge of social media.
- Good communication and writing skills.
- Experience in working with development projects funded by international organizations (such as the European Commission) and development agencies.
- Planning and organizational skills, outcome-based management (organization of workshops).
- Team player, able to work in diverse intercultural set ups.
- Availability to travel and work flexible hours.
- Excellent communication, drafting and reporting skills in English.
- Good command of English, Spanish and French, orally and in writing (knowledge of other languages would be an asset).

## DESIRABLE SKILLS

- Expertise in local governments and international relations.
- Training skills in diverse cultural backgrounds, e.g. international public administration.
- Knowledge of communication management.

## COMPENSATION AND BENEFITS

- Employment contract.
- Remuneration 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 [hhrr@uclg.org](mailto:hhrr@uclg.org)

The e-mail must include the following:

- The reference **ALO** in the subject of the e-mail;
- An attached cover letter including expected salary (those candidates missing this item will not be considered);
- An attached personal CV.

Only those candidates fulfilling the aforementioned requisites will be considered. We strongly recommend those candidates that do not comply with the requirements outlined and interested in future opportunities to refrain from sending candidacies on this occasion.

Applicants must ensure that they are in possession of a work permit for the European Union.

**Starting date:** As soon as the candidate is available.

A personalized response is guaranteed only 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