

**COORDINATION ASSISTANT
UCLG Committee on Social Inclusion, Participatory Democracy and Human
Rights (Ref. CISDP)**

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

UCLG Committee on Social Inclusion, Participatory Democracy and Human Rights

The Committee on Social Inclusion, Participatory Democracy and Human Rights aims to articulate **a common voice for UCLG member cities on social inclusion, participatory democracy, human rights and the right to the city**, as well as to advise local governments on the design of these policies.

The origins of the Committee lie in the **Forum of Local Authorities for Social Inclusion and Participatory Democracy** (FAL), a space for political discussion made up of local authorities from all over the world that has taken place within the framework of the World Social Forum (WSF) since 2001.

Since its creation in 2005, the Committee has maintained an ongoing dialogue with international social movements and civil society in international social forums. In 2014, the Committee became an active member of the **Global Platform for the Right to the City**, a Platform that gathers more than 200 civil society, university and local government organizations across the world to promote the right to the city at local and international levels.

Besides this, it has undertaken political work to foster local social inclusion policies, participatory democracy, the localization of human rights and the right to the city through **advocacy, the exchange of experiences, knowledge production and networking**. Within this framework, the Committee promotes the [Global Charter Agenda for Human Rights in the City](#) and the [European Charter for Human Rights in the City](#).

Since 2014, the Committee has **actively participated in the definition of the New Urban Agenda** that was launched in October 2016 during the Habitat III Summit, in order to promote the right to the city, human rights, participation and social inclusion.

Next year, the Committee will engage in research-action work to support the advocacy work of the promotion of the Right to the City, organize seminars on human rights cities and a human rights-based approach in public administrations. It will also follow the work with UN bodies and will launch a campaign against tax havens.

The Committee on Social Inclusion, Participatory Democracy and Human Rights is coordinated by the Executive Secretary, based at UCLG's head office in Barcelona.

JOB DESCRIPTION

Under the responsibility of the Coordinator of the Committee, the Coordination Assistant will fulfil the following tasks:

1. COMMUNICATION

- Writing and updating the contents of the Committee website
- Daily management of social networks (Twitter and Facebook)
- Supporting the organization of advocacy communication campaigns
- Organizing the [Global Charter-Agenda for Human Rights in the City](#) promotion campaign
- Drafting news, circulars, and internal documents

2. EVENT ORGANIZATION

- Supporting the organization internal working meetings, seminars and conferences
- Management of logistics with the Committee's members and partners

3. GENERAL SUPPORT TO THE EXECUTIVE SECRETARY'S TASKS

- Follow up of international projects related to human rights carried out with the UCLG World Secretariat and the Committee's partners
- Follow up of advocacy work for the implementation of the Right to the City
- Translations in English, French and Spanish
- Keeping up to date on news related to social inclusion
- Management of new membership requests

CANDIDATE SPECIFICATION

EDUCATION

- Undergraduate or University degree in Political Sciences, Law, International Relations, Urbanism, Geography, Sociology or Communication

ESSENTIAL MINIMUM REQUIREMENTS

- Fluent speaking and writing in English, Spanish and French
- Interest in and understanding of urban issues and local public policies on social inclusion, participatory democracy and human rights
- Good organizational, interpersonal and institutional representation skills
- Good management of the Microsoft Office package and of social networks (Twitter, Facebook)
- Knowledge and/or experience of different cultural contexts
- Good communication and writing skills
- Team player, able to work in diverse intercultural set ups
- Availability to travel and work flexible hours

DESIRABLE QUALIFICATIONS

- Expertise in local governments and international relations

COMPENSATION AND BENEFITS

- According to qualifications and experience

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

The e-mail must include the following:

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

Only those candidates that fulfil the 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: Mid-January

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

Committee website: <http://www.uclg-cisdp.org/en>

UCLG website: <http://www.uclg.org/en>