

CLIMATE CHANGE OFFICER (CHO)

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

JOB DESCRIPTION

The CLIMATE CHANGE OFFICER will have the following main responsibilities:

1. The Officer will support the overall execution of the climate change files in which UCLG is involved (Global Covenant of Mayors, IPCC Conference on Cities and Climate Change, Marrakesh Partnership and UNFCCC process...), in close collaboration with the Policy and Advocacy Adviser on Climate and other team members.
2. He/she will contribute to the follow-up of the different mechanisms, internal coordination of activities, the planning and monitoring of the work, the organisation/participation to major events including communication aspects and preparation of the progress reports.
3. **Coordination:** Ensure effective communication between the different partners and the World Secretariat activities: preparation of the agenda, participation and reporting of regular meetings;
4. **Project planning and monitoring:** Monitor the progress of the deliverables against the work plan; Suggest and adapt to the Project current needs; Advising and updating senior management on developments and opportunities related to the files under their charge.
5. **Events organisation:** Organise and participate to relevant events and their follow up. Support, when necessary, the participation of senior management and elected officials in meetings and conferences facilitating their active participation and commitment to foster the organization's objectives, programmes and initiatives. Representing the organization in international events may also be required.
6. **Communication:** Contribute to the preparation of the newsletters, Social Media (Facebook, Twitter) and the website, in close collaboration with the Communication team.
7. **Preparation of progress reports:** prepare the progress reports due to the Grant Funder on a regular basis collaborating with the Finance team in reporting.
8. Supporting the World Secretariat team in general files as required and playing an active and constructive role in the team.
9. Undertaking such other tasks as may reasonably be required.
10. The post may involve a substantial amount of travel and imply periods of high workloads.

CANDIDATE SPECIFICATION

EDUCATION

- University degree in International Relations, Climate Change, Politics, Economics, Social Sciences or a related field.
- Master's degree or PhD in the relevant area would be a plus.

ESSENTIAL MINIMUM REQUIREMENTS

Experience

1. Between 2 and 4 years' experience in planning monitoring and reporting activities in EU projects.
2. Experience with multi-partners projects.
3. Experience in or with a local/regional/national government or network desirable

Skills and understanding

1. Extended technical and scientific knowledge of climate issues;
2. Show autonomy in the delivery of the foreseen activities under the framework of the project;
3. Good drafting skills;
4. Oral fluency and demonstrated drafting ability in English and French is required. Spanish would be highly appreciated;
5. Good team player, including in an international and intercultural environment;
6. Flexibility to adapt to a moving environment;
7. Ability to work to tight deadlines and support partners in the delivery of their activities;
8. Strong networking, interpersonal and communication skills including social media;
9. A good understanding of the main role of regional and local governments in national and international policies and development cooperation (particularly city-to-city, association-to-association);
10. A wide interest in and good understanding of international institutions (UN agencies, European Union, etc.) and of their systems of programmes and policymaking;
11. Excellent analytical and communication skills (oral and written), including the ability to synthesize complex material, making it intelligible to non-experts;
12. Awareness of the constraints and importance of good management of public funding.

13. Ability to relate well to a diverse range of cultures, and to work effectively as part of an international team.
14. Ability to adapt to different working-cultures.
15. Understanding of and commitment to equal opportunities.

COMPENSATION AND BENEFITS

- The proposed contract will start as soon as possible and until 30 December 2018 (renewable). 3 months' probationary period.
- 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 [**hrr@uclg.org**](mailto:hrr@uclg.org)

The e-mail must include the following:

- The reference **CHO** 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 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

<https://www.uclg.org/>