



**JUNIOR OFFICER
SPECIAL FOCUS ON COMMUNICATIONS
(Ref. JO-23)**

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

Under the responsibility of the Coordinators of Committees, the Junior Officer Assistant will fulfil the following tasks:

1. COMMUNICATION

- Assist in the development and implementation of communication strategies of UCLG Committees in the areas of Participatory Democracy, Human Rights and Social Inclusion.
- Defining and implementing a social media strategy for those areas in close collaboration with UCLG Communication team.
- Updating the IOPD and CSIPDHR's website and implementing new features.
- Manage Newsletters, mailing and other internal communications with members and partners.
- Maintaining a good database of members and partners.

2. LEARNING AND KNOWLEDGE SHARING

- Support the development of learning contents and tools.
- Extend the mapping of cases and practices to feed the bank of initiatives led by members.
- Drafting reports and contributions to internal or external processes in link with area Coordinators.

3. EVENT ORGANIZATION AND ADMINISTRATIVE SUPPORT

- Supporting the planning, organization and implementation of meetings, seminars and conferences (online and/or in-person).
- Overseeing the monitoring of cooperation agreements.
- Support the drafting of action plans, annual reports and other monitoring instruments.
- Provide cover for other team members, as needed

CANDIDATE SPECIFICATION

EDUCATION

- Bachelor's degree in Human & Social Sciences or International Relations with a strong focus on Communication.

WORK EXPERIENCE

- Minimum 1-2 years of professional experience in communications, preferably within International Organizations or Local and Regional governments.

TECHNICAL COMPETENCIES

- Excellent communication and writing skills.
- Proven competence in the fluent use of written and verbal communication skills of two of the official languages of the organization (English/French/Spanish). Minimum skills of the third language.

- Good organizational, interpersonal and institutional representation skills.
- Good management of the Microsoft Office package and of social networks.
- Knowledge of web editing software, graphic design and social media analysis tools are a plus.

OTHER REQUIREMENTS

- Strong interest in the topics related to democracy, social inclusion and human rights.
- Knowledge and/or experience of different cultural contexts
- Quick learner, self-motivated and ability to multi-task.
- Team player, able to work in diverse intercultural set ups
- Strong attention to detail.
- Availability to travel and work flexible hours

COMPENSATION AND BENEFITS

- Employment contract.
- The annual salary level for this fixed-term professional staff will be according to qualifications and experience.
- Starting date: as soon as the candidate is available.

BENEFIT PACKAGE

- 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

The e-mail must include the following:

- The reference **JO-23** 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.

Application Deadline: 15th February 2023

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

UCLG websites:

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

<https://www.uclg-cisdg.org/en>

<https://www.oidp.net/en/>