

## **JUNIOR PROJECT 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**

**The Junior Project Officer will have the following main responsibilities:**

1. Contributing to the development of UCLG studies, research and publications on various issues of interest to local authorities worldwide.
2. Supporting the development of projects and programmes with various partners, international and bilateral cooperation agencies and UN institutions related the "localization" of the global development agenda and consolidating the collaboration in these areas.
3. Being responsible for one or several working areas, particularly for the Global Observatory on Decentralization and Local Democracy (GOLD) and on Local Financing, ensuring the success of studies, policy programmes and observatories. Drafting notes and reports linked to these tasks.
4. Advising and updating senior management on developments and opportunities related to the files under their charge.
5. Supporting, when necessary, the participation of senior management and elected officials in various meetings and conferences. Representing the organization in international events may also be required.
6. Supporting work with UCLG's continental, regional and metropolitan sections as well as with members of UCLG (individual cities or national associations of local authorities) and facilitating their active participation and commitment to foster the organization's objectives, programmes and initiatives.
7. Contributing to the production of materials presenting UCLG studies, programmes, activities and observatories.
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, 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. Relevant experience in local governments and development policies, and the implementation of programmes on decentralization, local development, and/or experience of working in a local government environment.

### Skills and understanding

2. 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).
3. A wide interest in and good understanding of international institutions (UN agencies, European Union, etc.) and of their systems of programmes and policymaking.
4. Excellent analytical and communication skills (oral and written), including the ability to synthesize complex material, making it intelligible to non-experts.
5. The ability to manage research programmes and projects.
6. Ability to work to tight deadlines and adapt to changing priorities.
7. Excellent organizational and budget management skills as well as an awareness of the constraints and importance of good management of public funding. Knowledge of public finances, especially local finance, would be highly appreciated.
8. Ability to relate well to a diverse range of cultures, and to work effectively as part of an international team.
9. Ability to adapt to different working-cultures.
10. Understanding of and commitment to equal opportunities.
11. Oral fluency and demonstrated drafting ability in English and French is required. Spanish would be highly appreciated.

## 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 [hrr@uclg.org](mailto:hrr@uclg.org)

The e-mail must include the following:

- The reference **JPO2017** 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:** February 2017

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/>