

Knowledge Management and Communication Officer- MIGRATION

About United Cities and Local Governments

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

Additional information may be found at www.uclg.org

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 the largest local government organisation in the world.

The cities and associations that are members of UCLG represent over half of the world's population and are present in 136 UN Member States across seven world regions – Africa, Asia-Pacific, Europe, Eurasia, the Middle East and West Asia, Latin America and North America. Over 1000 cities are direct members of United Cities and Local Governments, as are 112 national associations, which represent all the cities and local governments in their respective countries.

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 that is close to the citizen;
- Ensure an effective and democratic global organisation.

These working axes enable UCLG and the local governments it represents to play a key role in the achievement of the United Nations Global agendas, in particular the Sustainable Development Goals, the Global Compact for Safe, Orderly and Regular Migration and the Global Compact for Refugees.

ORGANIZATIONAL CONTEXT AND SCOPE

With the adoption of the Global Compact for Safe, Orderly and Regular Migration (GCM) and the Global Compact on Refugees (GCR) in December 2018, around 150 city leaders endorsed the [Marrakesh Mayors Declaration](#) (MMD). This Declaration calls for the full and formal recognition of the crucial role of cities in the implementation, follow-up and review of both Compacts. Effectively, since the New York Declaration in 2017, local and regional governments have been increasingly recognized as key actors for migration governance and are gaining seats at the international policy-making table, including at the Global Refugee Forum (GRF) in 2019, the GCM Regional Reviews and the Global Forum for Migration and Development (GFMD), where the [GFMD Mayors Mechanism](#) ensures and coordinates city engagement.

The **Mayors Mechanism** (MM) was established in 2018 to formally link local governments to the State-led GFMD, alongside civil society and the private sector. The Mechanism creates opportunities for local and regional governments to **influence** the GFMD discussions and provides them with **opportunities for peer-to-peer learning and exchange**. The MM is jointly steered by [United Cities and Local Governments](#), the [Mayors Migration Council](#), and the [International Organization for Migration](#). An MM Coordinator ensures the strategic vision of the Steering Committee is implemented.

With a view to support the implementation of global commitments on human mobility and elevate local action on migration throughout the **formal UN review and stocktaking process of the Migration and Refugee Compacts**, the MM promotes a global **Call to Local Action (CTA)**. The MM pilot tested this approach in 2019 and solicited pledges for action from the cities Bristol, Durban, Milan, Sao Paulo and Strasbourg.

The **goal of the Call to Local Action** is to increase States and multilateral actors' recognition of the transformative impact of cities on migration governance, thereby unlocking more resources for cities to support migrants, displaced, and the communities where they live. The collaborative approach between the Mayors Mechanism partners will increase and streamline city access into complex formal stocktaking and review procedures, including the 2022 UN International Migration Review Forum (IMRF) in New York, the 2023 UN Global Refugee Forum (GRF) in Geneva, and the State-led GFMD occurring next in Paris.

The Call to Local Action has the following specific objectives:

- Showcase to States and multilateral actors that there is political leadership from a growing group of cities to implement the GCM and GCR and enable this group of cities to connect on GCM and GCR implementation.
- Build a repository of local practices to reinforce that cities are key implementers of the Compacts and inspire
 1. replication by other cities,
 2. scaling and investment in city practice by States and
 3. new partnerships with international actors.
- Create a cohort of publicly recognized city leaders engaged in robust GCM and GCR implementation, mirroring the UN's GCM Champion Countries Initiative.

With the support of a Knowledge Management and Communication Officer, the MM and its partners will produce the following outputs:

1. **Call to Local Action Online Platform** to showcase local governments committed to the GCM and GCR, build a repository of local practice, and integrate local governments' into the official UN stocking taking repositories (to be launched in fall 2021).
2. **Capacity building and learning tools** including quarterly newsletters and online learning experiences to increase local governments' awareness of GCM/GCR and how the Compacts connect to local implementation of the 2030 Agenda.
3. **Annual Report** for submission to the May 2022 IMRF that showcases local action submitted through Call to Local Action, provides analysis of trends, and suggests recommendations to deepening engagement between local governments and national and multilateral actors on migration governance (to be launched Q1 2022).

TASK DESCRIPTION

The Knowledge Management and Communication Officer will have the following main responsibilities:

UCLG is looking for a Knowledge Management and Communication Officer to support the Mayor Mechanism with the practical roll out of the Call to Local Action and its connection with GCM and GCR implementation, as well as their connections with the 2030 Agenda.

Main responsibilities:

- Lead and coordinate development of the MM's CTA (Call to LocalAction) knowledge management strategy and tools, including CTA website and database development, as well as the capacity-building tools designed and offered by the partners to accompany the process.
- Liaise with MM and other partners to ensure the CTA connects to existing repositories of city practices and other key knowledge hubs such as the [UN Network on Migration Hub and UNHCR Pledge and Contribution Dashboard](#).
- Manage CTA website, oversee CTA city submissions and act as focal point to for incoming CTA-related inquiries.
- Oversee design and translation of CTA products.
- Develop and implement a strategy for knowledge sharing and capacity development.
- Draft quarterly newsletters and other CTA written publications, inputs and policy notes as required.
- Provide practical and logistical support to set up and run CTA webinars and meetings.
- Develop, curate and edit MM content for dedicated social media channels, in collaboration with MM partners' communication teams.
- Assist with other support functions in relation to MM 2021 strategy as required.
- Join regularly scheduled check-ins with the MM Coordinator and MM partners to inform their work.

The mission will length until March 2022. After this date the contractual relationship may be reviewed to explore new ways of collaboration in the Migration file.

1. Contributing to the development of UCLG's programme on migration, supporting publications, learning activities and events, communication, and partnerships.
2. Supporting the development of projects and programmes with various partners, international and bilateral cooperation agencies and UN institutions related to the "localization" of the global development agenda, and consolidating collaboration in these areas.
3. Contributing to the organisation of seminars, contacting participants and taking care of logistical arrangements.
4. Supporting work with UCLG's regional and metropolitan Sections as well as with members of UCLG (individual cities or national associations of local authorities), and promoting their active participation and commitment to foster the organisation's objectives, programmes and initiatives.
5. Undertaking other tasks as may reasonably be required.

PERSON SPECIFICATION

Education

This position is addressed at professionals with proven expertise in this field of service. Experience with database management, institutional communication and/or production of learning materials on local governance will be strongly considered.

University degree in International Relations or a related field, with at least three years of relevant experience.

Experience

- Strong understanding, interest and relevant experience in migration, development and/or humanitarian issues;
- Previous experience working with local and regional governments; United Nations or other multilateral processes;
- Previous experience working on knowledge management and peer-learning projects and programmes;
- Superior organizational skills including strong capacity to manage/coordinate simultaneous projects and successfully prioritize multiple tasks with sound judgment within a fast-paced organization and ability to solve complex problems through a reciprocal and consultative approach;
- Optional: Familiarity with Squarespace website management and Mailchimp mailing programmes.
- Experience of programme development and management in two or more world regions and in the management of funds, including grants, in an international setting (i.e. international projects) would be desirable.
- Knowledge on the functioning of international networks would be a plus.

1. The ideal candidate should have relevant experience in urban-migration management, local governments, urban affairs and the implementation of programmes on decentralization, local development and/or experience of working in a local government environment (two years minimum) with knowledge of development policies and international initiatives in urban and local governments issues (international programmes and agendas).
2. She/he should have substantial professional experience in migration studies, human rights and/or public policy, and strong knowledge in evidence-based policy reporting.

Skills and profile

1. A wide range of interest in the context of international institutions, local governance and urban development, and excellent analytical skills, including the ability to manage research programmes and projects.
2. Excellent oral and written communication skills, including the ability to synthesize complex material, making it intelligible to non-experts
3. Good understanding of the main role of regional and local governments in national and international policies and in development cooperation (particularly city-to-city and association-to-association).
4. Good understanding of international institutions (UN agencies, EU, etc.) and of their system of programmes and policymaking.
5. Excellent organisational and budget management skills, as well as an awareness of constraints and the importance of good management of public funding. Ability to work to tight deadlines and adapt to changing priorities.
6. Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
7. Analytical and decision-making capacity. Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
8. Ability to adapt to different working cultures. Ability to relate well to a diverse range of people, and to work effectively as part of an international team.
9. Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct. Understanding of and commitment to equal opportunities.
10. Perfect fluency and demonstrated drafting ability in English. Good fluency in French or/and Spanish is desirable since they both are also working languages of UCLG.
11. Computer literate. Demonstrated proficiency in Microsoft Office 365 (Excel, Word and PowerPoint), design software and relevant knowledge management and communication tools.

COMPENSATION AND BENEFITS

- Employment contract. A professional engagement might be also possible.
- Remuneration according to qualifications and experience.
- Place of work: Barcelona (Spain). Telework may be considered as an option

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:

- in the subject section, the reference code **MM-2021**
- an attached cover letter including expected remuneration (those candidacies missing this item will not be considered)
- an attached personal CV
- A description of expertise in undertaking similar assignments with success, describing the methodology used and role played in the project management

ONLY those candidates that fulfil the requisites will be considered. For future opportunities, we strongly recommend those candidates that do not comply with the specifications to refrain from sending the candidacy in this occasion.

Deadline for submission: 11th July 2021.

Applicants need to ensure that he/she is in possession of a work permit for the European Union.

Starting date: As soon as the candidate is available.

A personalised response will be 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