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## **POLICY OFFICER (PO)**

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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 POLICY OFFICER will have the following main responsibilities:**

1. Supporting the development of actions within the policy areas in which UCLG is involved with the UCLG Policy team, and in collaboration with other areas of the organization.
2. Facilitating the development of policy recommendations in the framework of UCLG's general strategy, providing international policy analysis and strategic advice related thereto.
3. Outlining possible actions and strategies to be followed by the World Organization, ensuring follow-up.
4. **Coordination:** Ensuring effective communication and liaison between UCLG partners (Sections, Committees, stakeholders, international organizations, etc.) and the World Secretariat's activities to update UCLG's positions on major developments in advocacy and policy-related areas: preparation of the agenda, participation in and reporting of regular meetings.
5. Keeping abreast of the international agenda events and discussions, coordinating key messages and contributing to drafting reports, briefings and speeches for the leadership of the World Organization.
6. **Project planning and monitoring:** Monitoring the progress of deliverables as set out in the work plan; proposing changes or adaptations as required; advising and updating the management on developments and opportunities related to the files under their charge.
7. **Organization of events:** Organizing and participating in relevant events and their follow up. Supporting the participation of senior management and political representatives in meetings and conferences when necessary, 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.
8. **Communication:** Liaising with the Communication team to provide inputs to the newsletters, social media posts, and websites. Ensuring regular communications to the membership related to the work area.
9. Supporting the World Secretariat to establish and maintain close working contacts with key stakeholders from governments, civil society and other relevant international organizations.
10. Supporting the World Secretariat team in general files as required, and playing an active and constructive role in the team.
11. Undertaking such other tasks as may reasonably be required.
12. The post may involve a substantial amount of travel and imply periods of high workloads.

## **CANDIDATE SPECIFICATION**

### **EDUCATION**

- University degree in International Relations, Local Government, Politics, Economics, Social Sciences or a related field.

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Experience**

1. Relevant professional experience, preferably within international organizations, local or regional authorities or their associations.
2. Demonstrated experience in drafting and policy analysis.

#### **Skills and understanding**

1. Ability to work to tight deadlines and support partners in the delivery of their activities. Strong attention to detail.
2. Strong networking, interpersonal and communication skills, including social media.
3. 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).
4. A wide interest in and good understanding of international institutions (UN agencies, European Union, etc.) and of their systems of programmes and policymaking.
5. Excellent analytical and communication skills (oral and written), including the ability to synthesize complex material, making it intelligible to non-experts.
6. Awareness of the constraints and importance of good management of public funding.
7. Ability to relate well to a diverse range of cultures, and to work effectively as part of an international team.
8. Ability to adapt to different working cultures.
9. Keen sense of ethics, integrity and commitment to UCLG's mandate.
10. Understanding of and commitment to equal opportunities.

## **COMPENSATION AND BENEFITS**

- The proposed contract will start as soon as possible for a period of one year (renewable). 3-month 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 [hhrr@uclg.org](mailto:hhrr@uclg.org)

The e-mail must include the following:

- The reference **PO** 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/>