

JUNIOR PROJECT OFFICER

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 Millennium Development Goals.

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 to the “localization” of the global development agenda, and consolidating collaboration in these areas.
3. Being responsible for one or several working areas, particularly the Global Observatory on Decentralization and Local Democracy (GOLD), and ensuring the success of studies and policy programmes. Drawing up notes and reports linked to these projects and programmes.
4. Contributing to the organisation of seminars, contacting participants and taking care of logistical arrangements.
5. Advising and updating senior management on developments and opportunities related to concrete studies, programmes and projects on local governments.
6. If necessary, supporting the representation of senior management and elected officials of the organisation in various meetings and conferences related to the development of projects or programmes. Occasionally, representation of the organisation in international events will be required.
7. Contributing to the analysis of key international documents and policies.
8. 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.
9. Contributing to the production of materials presenting UCLG studies, programmes and activities.
10. Playing an active and constructive role in team meetings.
11. Undertaking such other tasks as may reasonably be required.

PERSON SPECIFICATION

Education

Minimum of a university degree. A post-graduate degree or Doctorate is preferred.

Experience

1. The ideal candidate should have relevant experience in local governments and development policies, the implementation of programmes on decentralization, local development and/or experience of working in a local government environment.
2. She/he should have substantial professional experience in the management of funds, including grants, in an international setting.
3. Experience of programme development and management in two or more world regions is desirable.
4. Knowledge on the functioning of international networks would be a plus.

Skills and understanding

1. A wide range of interest in the context of international institutions 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. Ability to relate well to a diverse range of people, and to work effectively as part of an international team.
7. A reliable, hard-working, well-organised and committed person with a strong sense of duty.
8. Analytical and decision-making capacity. Proactive attitude in the workplace.
9. Ability to adapt to different working cultures.
10. Understanding of and commitment to equal opportunities.
11. Availability to travel (number of missions depending on the annual agenda of the network).

12. Complete fluency and demonstrated drafting ability in English (mother tongue level). French or Spanish are also working languages of UCLG.
13. Computer literate.

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 hhrr@uclg.org:

The e-mail must include the following:

- in the subject section, the reference code **JPO** (Junior Project Officer)
- an attached cover letter including expected salary
- an attached personal CV

Applications that do not fulfil the requisites or do not comply with the procedure established will not be considered.

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

Starting date: September 2015

Depending on the number of applications submitted, a personalised response may only be guaranteed 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