

## **VACANCY ANNOUNCEMENT**

Post Title: National Coordinator

Organization: United Cities and Local Governments Asia Pacific (UCLG ASPAC)

Duty Station: UCLG ASPAC Sub-Regional Office/ Association of Cities of Vietnam, Hanoi, Vietnam

Type of Contract: Service Contract– 1 year with possibility of extension

Reference: NC - Vietnam

### **Background**

United Cities and Local Governments Asia Pacific (UCLG ASPAC) is one of the eight Regional Sections of the United Cities and Local Governments (UCLG) and based in Jakarta, Indonesia. UCLG is the largest local government organization in the world and the officially recognized voice of World Local Government by the United Nations. The Asia and Pacific region is the biggest of the eight sections in UCLG with linkages to more than 7.000 local governments. It represents well over 3.76 billion people – more than half of the world population- and incorporates economically fast developing countries such as China, India and Indonesia. UCLG ASPAC is the key knowledge management hub on local government issues in the Asia-Pacific region. It promotes democratic local government, supports cooperation between cities and their associations, and facilitates programs, networks and partnerships to develop the capacity of local governments and the associations.

UCLG ASPAC will implement the European Commission funded Project “Partnership for Democratic Local Governance in Southeast-Asia” in close co-operation with Konrad-Adenauer-Foundation (KAS), LOGODEF, The Thai Environmental Institute (TEI) and various Local Government Associations. The project activities are carried out for a period of 30 months in five countries in South-East-Asia: Philippines, Indonesia, Thailand, Cambodia, Vietnam. The overall objective is the improvement of living conditions of disadvantaged groups in South-East-Asia through increased participation of people in local planning and decision making. More specifically, it is aimed to set up a sustainable network of Las, LGAs, NGOs and Academic Institutions for the promotion of best practice exchange in democratic local governance in SEA which contributes to the improved knowledge, attitude and practice of the LGAs in this field of services for their members.

Under the direct supervision of the UCLG ASPAC Regional Office in Jakarta and in collaboration with the Association of Cities of Vietnam, the National Coordinator provides support to the project ensuring high quality, accuracy and consistency of work. The National Coordinator will be assisted by a (part-time) administrative assistant on day-to-day operational work.

### **Responsibilities**

The National Coordinator will be responsible for the following:

- Manage contacts with LGAs, municipalities, academic institutions, CSOs, decision makers and media
- Identification and facilitation of local experts
- Office management

- Finalization and approval of project reports (e.g. best practices)
- Documentation of project activities in a transparent and comprehensive way
- Monthly status reporting to the coordination office
- Carry out the internal monitoring activities as agreed with the Project Manager and report to the Project Manager
- Inform the National Administrative/Accounting Assistant on upcoming deliverables and expenditures, so that he/she can prepare payments and accounting procedures on time
- Respect EC visibility guidelines
- Perform other duties as required from time-to-time

### **Special requirements of the assignment**

- Minimum of a bachelor's degree in public administration, international relations, economics, political science or related field
- At least five years of professional experience in governance related work with key qualifications comprising capacity development, project management, public service provision, community participation
- Strong written and oral communication skills required (Vietnamese and English)
- Computer software skills in all basic Microsoft word programs
- Ability to work under pressure and to deadlines required
- Ability to develop liaison with senior LA and LGA officials and work co-operatively
- Considerable domestic and international travel may be required

### **Assignment period**

The assignment will be for up to 30 months and will commence in March 2010.

Candidates are expected to submit an updated CV along with the application by mentioning the reference code on mail subject to [hardjoa@gmail.com](mailto:hardjoa@gmail.com) and copy to [gesabah@yahoo.com](mailto:gesabah@yahoo.com) until **15<sup>th</sup> of February 2010** at the latest.

Only short-listed candidates will be contacted. Men and women will be treated equally in consideration of this position.