

Ambitious City Promises – Local Government Associate

ABOUT THE PROJECT

The Ambitious City Promises: Commitments for low-carbon urban development in Southeast Asian large cities is a 3.5-year international project being implemented by ICLEI – Local Governments for Sustainability with support from the International Climate Initiative (IKI) of the German Federal Ministry for the Environment, Nature Conservation, and Nuclear Safety (BMU). The project aims to support selected large cities in Indonesia, the Philippines and Vietnam to establish strong greenhouse gas (GHG) reduction commitments, local climate action plans directed by concrete targets, enhanced multi-stakeholder engagement and integrated strategies. “City Promises” (city’s low emission development strategies) shall be developed in three model cities and their implementation shall be outlined and initiated. Throughout the project period, each local government will design locally appropriate targets and action plans on the basis of their condition framework and priorities.

SCOPE OF WORK:

The Local Government Associate will be stationed mostly in ICLEI Southeast Asia office located in Quezon City with some hours rendered in the three project cities namely the cities of Pasig, Marikina, and Parañaque. The main tasks are as follows:

Project Coordination and Support

- Assist in following-up meeting schedules with project cities, national government agencies, and other partners as need arises.
- Assist in mobilizing city representatives during relevant national project activities.

Data Collection, Encoding, and Management

- Assist in collecting and compiling data and information relevant to the project including but not limited to local development plans, activity data for the conduct of GHG emissions inventory such as fuel consumption data, electricity consumption, etc.
- Encode collected data and information in the format prescribed by the Country Team
- Maintain database of collected data and information.

Administration and Logistics

- Provide logistical support in the conduct of national-level workshops and meetings (e.g., identification of venue, preparation of attendance sheets, coordination with suppliers, etc.)

QUALIFICATIONS

- At least a college degree in environmental science/management, urban and regional planning, communication, development studies, or other relevant degree; or a combination of relevant education and experience;
- Fresh graduates are encouraged to apply.
- Basic understanding of the English language (written and spoken);
- Proficiency in Microsoft Office programs including Word, Excel, and PowerPoint;
- Good communication and organizational skills

TERMS AND CONDITIONS

The Local Government Associate will be engaged in a service contract (part-time with no fringe benefits) from June to December 2018 with possible extension in 2019. Reporting will be every Monday-Wednesday-Friday (MWF) or as need arises during major project activities. The Local Government Associate will receive a monthly salary of **PHP15,000 (tax-free)** per month.

APPLICATION PROCESS

To apply, please submit the following documents through e-mail with subject “**Local Government Associate**” by **Friday (11 May 2018)** to: edu.virata@iclei.org:

1. **Cover letter** that demonstrates your experience, qualifications and why you feel you would be the right choice for this position. Please address the cover letter to:

MR. VIC AQUITANIA
Regional Director
ICLEI Local Governments for Sustainability
Southeast Asia Secretariat

2. **Latest CV**.

Please use English for all communications. Only shortlisted candidates will be contacted. No phone call is entertained. For more information about ICLEI Southeast Asia Secretariat, visit <http://icleiseas.org/>.