

JOB OPPORTUNITY

Join ICLEI Southeast Asia Secretariat

About ICLEI Southeast Asia

ICLEI is the leading global network of 1,500+ cities, towns and regions committed to building a sustainable future. Through our collective efforts, we impact more than 25 percent of the global urban population. Local and regional governments across the ICLEI network work alongside a diverse team of global experts in 22 offices active across 124 countries. Together, we address the local impacts of unprecedented global change, from climate change to urbanization, aiming for urban development to have the least possible impact on global systems and to build communities that are people-centered and equitable.

ICLEI firmly believes that sustainable cities are the foundation of a more just and sustainable world. We are doing our part to make urban sustainability an inextricable part of all development at the subnational, national and global levels. More information at www.iclei.org.

Based in the Philippines, the ICLEI Southeast Asia Secretariat (ICLEI SEAS) currently operates in Indonesia, Lao PDR, Malaysia, Thailand, Vietnam, and its host country. The Secretariat has gained recognition from its experience in empowering local governments in the region by designing, promoting, and drawing external support for programs on urban resilience, low emission development, integrated resource management, and other sustainability themes. To know more about ICLEI SEAS, visit www.icleiseas.org.

Officer – Project Administration

We are currently looking for an Officer to support project administration. The successful candidate will be based in Quezon City and will be working closely with both the Technical and Administration team.

Tasks:

Administrative Project Management:

- Manage contracts, including creation, revision and provision of sound advice on different kinds of contracts (project contracts, sub-grants, cooperation agreements, service contracts, etc.) that ICLEI SEAS will enter into;
- Prepare agreements, sub-agreements, sub-grants, amendments etc.;
- Ensure proper handling and filing of project contracts and partners' contacts;
- Keep an overview of administrative processes, internal management requirements and deadlines of allocated projects; and
- Liaise with the Administration and Finance team at ICLEI Southeast Asia to ensure efficient project implementation in line with existing office and funder requirements.
- Monitor project expenditures and project deliverables

Project Acquisition Support:

- Coordinate project acquisition and implementation processes, keeping an overview on all proposal processes in ICLEI SEAS;
- Review project tenders particularly contractual and funding conditions of funders;
- Support the technical team in proposal writing, in regards to administrative, contractual and financial matters, completing administrative forms, support the set-up of budgets etc.;
- Support the writing, editing and finalizing of project proposals and coordination with partners; and
- Contact technical teams in ICLEI World Secretariat, other regional offices and partners for their submission to project proposals.

Requirements:

- At least 3 years professional experience in project administration, management or related field, preferably in an international organization or NGO
- Completed university degree or equivalent in Law, Business or Public Administration, Urban Studies, Business Management, International Relations, or related fields. Having a Master's Degree is an advantage.
- Proficiency in MS Office, e-mail programs
- Excellent command of written and spoken English
- Experience with legal documents (e.g. project contracts) and budget management
- Interest in international collaboration and sustainability

Terms and conditions:

The position is available from March 2019 at ICLEI Southeast Asia Secretariat in Quezon City. The contract is initially for a period of one year but contract extension is envisioned if performance and funding allows.

ICLEI SEAS is offering a competitive salary package plus mandatory statutory benefits for the full-time position and health benefits after successful completion of the probationary period. The final salary will be determined based on the chosen applicant's skills and experience.

- Workings hours: 40/week, 12 days of paid vacation leave per year
- Working language: Filipino, English

Application Process

To apply, please submit the following documents through e-mail with subject "**Officer: Project Administration**" by **Friday (01 February 2019)** 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:

Regional Director
ICLEI Local Governments for Sustainability
Southeast Asia Secretariat

2. **Latest CV (maximum of three pages)**

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/>

3. Applications and CVs must be sent in one PDF, with filename: Surname.GivenName. Non-compliant submissions will not be considered.