

TERMS OF REFERENCE

Project Assistant, ICLEI Southeast Asia Secretariat

(Last updated 14 July 2020)

Position Title	: Project Assistant
Direct Supervisor	: Project Officer – Energy and Built Environment
Location	: Quezon City, Philippines
Classification	: Annual contract
Conditions	: Project basis, renewable, 6 months probationary
Working hours	: Full-time employment of 40 hours/ week; periodic communication with global partners may require work beyond office hours
Starting date	:
Salary Range	: Commensurate to qualifications, inclusive of applicable taxes and government mandatories

About ICLEI

ICLEI - Local Governments for Sustainability is the leading global network of over 1,500 cities, towns, and regions committed to building a sustainable future. Established in 1990, ICLEI becomes the official focal point for Local Governments and Municipal Authorities at the United Nations Framework Convention on Climate Change Coalition of Parties conferences. Our impact reaches over 25% of the global urban population by assisting our local government network to develop and achieve a sustainable, low-carbon, eco-mobile, resilient, biodiverse, resource-efficient economy, and society.

The *ICLEI Southeast Asia Secretariat* (ICLEI SEAS) serves members in Indonesia, Thailand, Malaysia, and the Philippines. The secretariat has gained recognition from its experience in empowering local governments in the region by designing, promoting, and drawing external support to implement programs on urban resiliency, low-emission development, integrated resource management, and other sustainability themes. ICLEI SEAS continuously inspires and invites local governments from provinces, cities, municipalities, and urban regions to forge partnerships for sustainability concerns specifically in terms of addressing climate change vis-à-vis urbanization; and encourage them to make this an important consideration in local development planning.

About the Project

The Clean Energy Living Laboratories (CELLS) is a three-year project under the Access to Sustainable Energy in the Philippines (ASEP), a program funded by the European Union. The CELLS is being implemented by the Ateneo de Manila University as the lead implementer, and ICLEI – Local Governments for Sustainability Southeast Asia Secretariat (ICLEI SEAS), Manila Observatory, University of San Carlos, and Xavier University. The CELLS aim to (1) develop a sustainable knowledge management system; (2) create learning opportunities and build capacities of various stakeholders, and (3) increase public awareness and engagement. The CELLS support ASEP’s three goals of increasing rural electrification (or energy access for all), energy efficiency, and the share of renewables in the energy mix (i.e., “EA, EE, and RE”). ICLEI SEAS brings its strong partnership with local governments and strength on sustainable development solutions to help achieve the goals of the CELLS. The organization’s tasks mainly revolve on capacitating demonstration cities or municipalities to mainstream energy plans in their local planning and development and support the advocacy and knowledge management pillars of the CELLS. The applicant may learn more about the initiative through its project website: <https://asepcells.ph/>.

Aside from the ASEP CELLS project, the Project Assistant is expected to assist in other projects and tasks implemented by the Secretariat. Qualified applicants must have an understanding of issues related to the project, ability in liaising and cooperating with LGUs and other project partners, experience in project support work, good oral and written command of the English language, ability to work with minimal supervision, and an eagerness to learn and contribute in a team-driven atmosphere.

General Function

The Project Assistant will work closely with the ICLEI SEAS Project Officer and Program Manager in coordinating the overall planning, management, and implementation of projects assigned. This position will perform administrative management support for effective project implementation and will support the Project Officer / Program Manager in close coordination with the Regional Director to ensure the timely accomplishment of project deliverables. The Project Assistant shall also be charged with other regular functions of the Secretariat.

Specific Duties and Responsibilities**i. Project Coordination and Support**

- a. Assist in following-up meeting schedules with the project's demonstration sites (Santa Rosa City, Bohol Province, and Cagayan De Oro City), national government agencies (Department of Energy, Department of Interior and Local Government, etc.), and other partners as the need arises.
- b. Assist in mobilizing city representatives during relevant local and national project activities.
- c. Assist in monitoring ICLEI's workplan, and harmonizing activities with the CELLS co-implementers (Manila Observatory, University of San Carlos, and Xavier University) and the Project Management Office (Ateneo School of Government).
- d. Support documenting of activities and preparing of annual, quarterly, and activity reports.
- e. Support the ASEP CELLS communications technical working group, wherever possible.

ii. Data Collection, Encoding, and Management

- a. 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, information of relevant stakeholders, etc.
- b. Encode collected data and information in the format prescribed by the Country Team.
- c. Maintain a database of collected data and information.
- d. Analysis of data collected.
- e. Provide technical recommendations as appropriate.

iii. Administration and Logistics

- a. Provide logistical and facilitation support in the conduct of national-level workshops and meetings (e.g., identification of venue, preparation of attendance sheets, coordination with suppliers, etc.)
- b. Prepare cash advances and liquidation reports for local project activities.
- c. Prepare project technical activity reports in coordination with the Lead Project Officer.
- d. Provide support to other ICLEI SEAS's projects such as the *100% Renewable Energy Project*, ensuring relevant administrative documents are filed and submitted accordingly to ICLEI Indonesia Finance and Operations Assistant.

IV. Others

- a. Other related tasks assigned from time to time

Qualifications

Education	<ol style="list-style-type: none"> 1. At least a bachelor's degree in environmental science/ management, urban and regional planning, development studies, communication, community development, or another relevant degree; or a combination of relevant education and experience. 2. Good command of the English language, both written and spoken.
Working competencies	<ol style="list-style-type: none"> 1. Proficiency in Microsoft Office applications (e.g. Excel, Words, PowerPoint) is a must. 2. Demonstrated understanding and working knowledge of data collection and analysis. 3. Comfortable with writing at different levels: subject-based writing, reports, journalistic articles, and web-based snippets; keeping in mind the target audience and the medium. 4. Fresh graduates are encouraged to apply. 5. Previous volunteering/ internship experience in development work or related work for local/ national government institutions, NGOs, the private sector is an advantage. 6. Knowledge of local government operational frameworks and processes is an advantage.
Corporate competencies	<ol style="list-style-type: none"> 1. Demonstrates commitment to ICLEI's vision, mission, and values. 2. Good communication and organization skills. 3. Ability to work in an international environment, independent, proactively, and has a willingness to learn. 4. Creative, motivated, with keen attention to detail and highly organized.

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| | <ol style="list-style-type: none">5. Ability to communicate concisely and clearly and to facilitate the decision-making process.6. Demonstrate intellectual and social flexibility and ability to manage multiple tasks at the same time without compromising the quality of output/s and project deadlines. |
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To apply, please submit a **Cover Letter** that demonstrates your experience, qualifications, salary expectation, and why you feel you would be the right choice for this position, along with your **latest CV**, completed **Key Selection Criteria Response Form**, and other **supporting documents** (Certificate of Education, Certificate of Work, etc.).

Please send all materials in **one .pdf file** through email with the subject “**PA – [your name]**” no later than **17.00 PHT on Friday/ 31 July 2020**, to iclei-sea@iclei.org. Applicants who do not comply with the instructions will not be considered.

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