II. Background

Background

ICLEI – Local Governments for Sustainability is a global network working with more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development. Our Members and team of experts work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability.

The ICLEI Southeast Asia Secretariat (SEAS), based in Quezon City, Philippines, currently serves ICLEI Members in the Philippines, Indonesia, Malaysia, and Thailand. Established in 1999, ICLEI SEAS currently has over 60 members from the aforementioned countries.

Safety and security are essential aspects for young people. Protecting and ensuring their safety, security, and well-being can help them reach their best potential and contribute to future urban development.

The Safe and Sound Cities (S²Cities) programme is an initiative proudly led by Global Infrastructure Basel (GIB) Foundation, in partnership with ICLEI, hosted by Swiss Philanthropy Foundation, and with the support of Fondation Botnar. Launched in 2021, S²Cities is dedicated to improving young people’s safety and well-being in urban environments, both objectively (actual security) and subjectively (feeling safe).

Focusing on young people between the ages of 15 and 24, the program engages local governments, institutions, the private sector, community actors and young people. Together, these actors will create platforms for meaningful youth engagement in ideating and implementing solutions to safety and inclusivity challenges.

Specifically, ICLEI SEAS, through the ICLEI Indonesia Office (IO), serves as the programme’s local implementation support partner. This entails securing city buy-in and supporting the local partner(s) who lead capacity building and youth safety innovation activities in each identified city. These partners are most often civil society organizations with experience in stakeholder engagement, urban development, placemaking, research and other areas of related expertise.

Roles and Responsibilities

ICLEI IO is currently looking for a project officer to primarily lead ICLEI's engagement in the S²Cities programme, as well as provide support to other organizational projects and activities as needed.

In relation to the S2Cities programme, the project officer’s tasks include, but are not limited to, the following:
1. **Building System Understanding**
   - Secure commitment and participation of the selected program city/cities through the signing of a memorandum of understanding or other necessary documents
   - Lead the conduct, documentation, and reporting of a city-wide survey on local youth safety issues
   - Support the conduct of youth safety-related stakeholder mapping, engagement, and convening to serve as basis for other program activities
   - Support the conduct of urban safety monitoring and data collection in order to build a preliminary understanding of youth safety needs and priorities in the city
   - Support the conduct of youth engagement in order to complement and build a fuller understanding of their relational existence to aspects of safety in their urban context
   - Support the conduct, documentation, and reporting of the systems analysis of safety issues, causes, and effects

2. **Capacity and Empowerment**
   - Support the conduct of a capacity assessment of the key actors identified during the stakeholder mapping
   - Support the conduct of capacity building and skills development activities to key stakeholders from the city administration
   - Support the conduct of capacity building and skills development activities to city youth; as well as helping bridge the gap between the youth and the city administration
   - Support the conduct of private sector engagement to encourage safety improvements, create learning opportunities for young people, and/or support opportunities for young people in the private sector

3. **Innovation and Youth-driven Action**
   - Support the research and framing of urban safety challenges in order to enable engaging innovation and ideation
   - Support the conduct of solutions generation and ideation activities with city youth
   - Support the further development of ideated activities to have them ready for implementation
   - Support the selection of winners from the ideation activities
   - Support the implementation of the ideas from the identified winners

4. **Systemic Improvements and Scale**
   - Lead the conduct, documentation, and reporting of advocacy and engagement activities, including roundtables, seminars, other engagement to improve policy, practice, resource availability, shift power dynamics, build relationships and shift beliefs regarding young people, agency and safety, as based on findings throughout the programme
   - Support the activities related to the S²Cities Global Learning Network
   - Support the conduct of effective, inclusive, youth-friendly, and widespread communication efforts

5. **Annual Review, Upgrade and Engagement with New cities**
   - Support the annual review and evaluation of programme processes to identify areas of opportunity and strengths to upgrade where needed
   - Lead the engagement of new cities to participate in the program
6. **Monitoring, Evaluation, and Learning**
   - Support monitoring, evaluation, and learning activities by facilitating interactions, communications, and collaborations between programme grantees.

7. **General Role**
   - Facilitating coordination and communication between the city and the local partner(s) who lead capacity building and youth innovation
   - Lead the regular creation and submission of English-language documentation notes and reports from meetings, engagements, and other activities, ensuring these are complete, accurate, and meet the requirements and standards of the programme partners
   - Coordinate activities with, submit progress reports to, and secure clearance and approval of reports from ICLEI SEAS prior to submission to GIB and Swiss Philanthropy Foundation.
   - Develop maintenance plans for the programme’s youth hubs
   - Identify relevant events for program advocacy and promotion
   - Regularly communicate with and provide updates to Global Infrastructure Basel Foundation and other programme partners

In relation to their other roles in ICLEI IO, the project officer’s tasks include, but are not limited to, the following:

8. **Support other existing and upcoming projects, programs, or activities of ICLEI IO as may be assigned by the Regional Director and/or Country Manager or other superior officers**

Qualified applicants must possess an understanding of safety and security issues, sustainable development, and the ability to communicate both technical and non-technical information clearly to partners and stakeholders. Additionally, applicants must have excellent oral and written command of the English language, and an eagerness to learn and contribute in a team-driven atmosphere.

### III. Competencies

**Corporate Competencies:**

- Demonstrates commitment to ICLEI’s Vision, Mission and values.
- Exerts strict adherence to corporate rules, regulations and procedures. Familiarity with the internal control framework and results-based management tool is a must.
- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability.

**Knowledge Management and Learning:**

- Shares knowledge and experience.
- Actively work towards continuing personal training, acts on a learning plan and applies newly acquired skills.

**Development and Operational Effectiveness:**

- Ability to perform a variety of specialized tasks related to results-based management, including support to design, planning and project implementation and reporting
- Ability to establish and maintain contacts with operational-level officials of the participating local governments and other stakeholders required.
• Possess excellent, analytical, organizational, interpersonal, communications and writing skills.

**Project Management Competencies**

• Ability to secure buy-in, commitment, and accountability of government officials to the programme
• Familiarity with the stakeholder analyses process and results utilization to ensure programme outputs and outcomes are met
• Ability to negotiate and align city needs with the programme objectives, ensuring city representatives and other stakeholders understand the programme benefits and thus, are motivated to meaningfully engage with the programme

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**IV. Recruitment Qualifications**

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<th>Education</th>
<th>University Degree in a technical or policy related field (environment, law, community development, etc.) – Master's Degree is a plus</th>
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| Experience | • Must possess knowledge of or experience working with local governments in the area of sustainability initiatives and safety and security  
• 1 to 3 years’ experience in safety and security climate (Mitigation and adaptation), water, transport and urban environmental issues or related fields  
• Advance degree in a related field may be accepted at the discretion of ICLEI SEA  
• Previous experience in development work or related work for donor organizations, government institutions, NGO's, Private sector/consulting firm is a strong advantage  
• Experience in the usage of computers and office software packages and advanced knowledge of spreadsheets and database packages, experience in handling web-based management systems.  
• Familiarity with the topics on youth and urban safety and security |
| Language Requirements | Fluency in both oral and written English is a must. |

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** and other **supporting documents** (Certificate of Education, Certificate of Work, etc).

Please send all materials in **one (1) .pdf file** through email with subject “PO IO – [your name]” no later than **17.00 WIB on 24 September 2022**, to: iclei-indonesia@iclei.org. Failure to comply with the instructions herein provided will disqualify the applicant.

For more information about ICLEI SEAS, please visit [http://icleiseas.org/](http://icleiseas.org/). For more information about the S²Cities programme, please visit [https://s2cities.org/](https://s2cities.org/).