



TERMS OF REFERENCE

Project Assistant

ICLEI Southeast Asia Secretariat, Inc.

Position title:	Project Assistant
Direct supervisor:	LEDS Manager
Location:	Quezon City, Philippines
Classification:	Annual contract
Conditions:	Project-based, 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:	01 December 2023
Salary range:	Commensurate to qualifications, inclusive of applicable taxes and government mandates

About ICLEI

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 63 members from the aforementioned countries.

ICLEI SEAS prides itself on its body of work over the past years, assisting and supporting local governments in the region in their quest towards sustainable development. To date, ICLEI SEAS has implemented over 50 major long-term programs and projects in cooperation with over 100 nationally, regionally, and internationally renowned partners. Collectively, they have benefitted over 90 local governments and their over 77 million citizens throughout 7 countries in Southeast Asia.

Over the past years, ICLEI SEAS has gained recognition for its efforts in empowering local governments in Southeast Asia by designing, promoting, and drawing external support for programs on urban resilience, low emission development, integrated resource management, and other sustainability themes.





General Function

The Project Assistant is expected to assist in projects and tasks implemented by the Secretariat. Qualified applicants must have an understanding of issues related to sustainable energy, sustainable transportation, climate change and urban development, 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 to a team-driven atmosphere.

The Project Assistant will work closely with the Regional Program Manager and LEDES Manager in coordinating the overall planning, management, and implementation of projects assigned. This position will perform administrative management and technical support for the effective project implementation and will support the LEDES Manager / Project Officers in close coordination with the Regional Program Manager and 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</i>	<ul style="list-style-type: none">• Assist in following up meeting schedules with project demonstration sites, national government agencies, and other partners as the need arises.• Assist in mobilizing city representatives during relevant local and national project activities.• Assist in monitoring ICLEI’s work plan and harmonizing activities with ICLEI’s implementing partners.• Support in documenting of activities and preparing of quarterly, annual, and activity reports.
<i>Research, data collection, encoding, and management</i>	<ul style="list-style-type: none">• Assist in collecting and compiling data and information relevant to the projects.• Encode collected data and information in the format prescribed by the project teams.• Maintain a database of collected data and information.• Analysis of data collected.• Provide technical recommendations as appropriate.





Administration and logistics	<ul style="list-style-type: none"> • Provide logistical and facilitation support in the conduct of workshops and meetings (e.g. identification of venue, preparation of attendance sheets, coordination with suppliers, etc.) • Prepare cash advances and liquidation reports for local project activities. • Prepare project technical activity reports in coordination with the Project Officers / LEDS Manager.
Others	<ul style="list-style-type: none"> • Other related tasks assigned from time to time.

Competencies

Working competencies	<ul style="list-style-type: none"> • Proficiency in Microsoft Office applications (e.g. Excel, Word, PowerPoint) is a must. • Demonstrated understanding and working knowledge of data collection and analysis. • 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. • Previous volunteering/internship experience in development work or related work for local/national government institutions, NGOs, the private sector is an advantage. • Knowledge of local government operational frameworks and processes is an advantage.
Corporate competencies	<ul style="list-style-type: none"> • Demonstrates commitment to ICLEI’s vision, mission, and values. • Good communication and organization skills. • Ability to work in an international environment, independent, proactively, and has willingness to learn. • Creative, motivated, with keen attention to detail and highly organized. • Ability to communicate concisely and clearly and to facilitate the decision-making process. • 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.



Skills and Experience

Education	<ul style="list-style-type: none"> 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.
Professional experience	<ul style="list-style-type: none"> At least 1 year experience in supporting project on sustainability with local government, international development partners, and/or government and non-government organizations. Nonetheless, fresh graduates are also encouraged to apply.
Language requirement	<ul style="list-style-type: none"> Good command of the English language, both written and spoken.

Interested candidates are requested to apply on or before **10 November 2023 (Friday) at 17:00 GMT+8** by sending the following documents through email with subject **“PROJECT ASSISTANT – [LAST NAME, FIRST NAME]** to iclei-sea@iclei.org. Please send all materials in **one .pdf file**.

- **Cover letter** that demonstrates your experience, qualifications, salary expectation, and why you feel you would be the right choice for this position.
- **Latest CV**
- [Accomplished Key Selection Criteria Response form](#)
- **Portfolio of work samples (writing works, research papers, case studies)**

Please use English for all communications. *Applicants who do not comply with the instructions will not be considered.* Only successful candidates will be contacted. No phone call is entertained. For more information about ICLEI Southeast Asia Secretariat, visit <http://icleiseas.org/>.