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## **RESEARCH OFFICER / Ref. RO**

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### **About United Cities and Local Governments**

#### ***The united voice and world advocate of democratic local self-government***

Founded in May 2004, United Cities and Local Governments (UCLG) is the united voice and world advocate of democratic local self-government. Based in Barcelona, UCLG is a global network of cities and local, metropolitan and regional governments, and the largest organization of local governments in the world.

UCLG represents over half of the world's population with a membership that includes more than 240,000 local governments of all sizes and 175 national associations of local governments in over 140 UN Member States across seven world regions: Africa, Asia-Pacific, Europe, Eurasia, the Middle East and West Asia, Latin America and North America.

#### **UCLG's stated mission is:**

To be the united voice and world advocate of democratic local self-government, promoting its values, objectives and interests through cooperation between local governments, and within the wider international community.

#### **UCLG's work programme aims to:**

- Increase the role and influence of United Cities and Local Governments in global governance;
- Become the main source of support for democratic, effective, innovative local government, as the level closest to the citizen;
- Ensure an effective and democratic global organization.

These working axes enable UCLG and the local governments it represents to play a key role in the achievement of the United Nations development agendas and Sustainable Development Goals.

*Additional information may be found at [www.uclg.org](http://www.uclg.org)*

## JOB DESCRIPTION

### Overview:

The **Research Officer** will play an important role in advancing the mission of the Research department by fostering transformative research, contributing to promoting partnerships, and influencing policies to support local governments and global actors. Under the leadership of the Head of Research, the officer will help shape narratives around critical topics for local governance and support the impactful dissemination of the research.

### Key Tasks:

- Research Management, Development and Implementation for Actionable Impact:
  - Support the design and implementation of research projects related to localization strategies (e.g., SDG localization reports, support to local government associations in VSR processes), care economies and equality (GOLD VII report), and other agendas; from larger projects to focused, operational studies that provide actionable insights, ensuring alignment with the department's and the organization's goals.
  - Contribute to establishing and maintaining sound collaborations with local governments, academic institutions, and civil society organizations in co-creating knowledge, promoting inclusivity in research processes, and ensuring research represents a variety of perspectives, especially from underrepresented communities.
  - Assist in driving forward the UCLG ecosystem by contributing to making sure research processes and outputs contribute to influencing policy discussions, advocacy, and learning at the local, national and international level.
  - Support the generation and dissemination of research findings through the organization as well as the facilitation of thematic workshops, ad hoc initiatives, and local government networking.
- Cross-Departmental Coordination:
  - Manage specific collaborations with the UCLG Policy and Programs teams to integrate research findings into projects and policy discussions, in alignment with the four transversal areas.
  - Suggest relevant research agendas, outputs and partners for various activities.
- Communication:
  - Contribute to ensuring that research findings are communicated effectively to policymakers and other stakeholders, contributing to broader policy debates.
  - Execute communication tasks such as the update of the GOLD website, the management of social media, the translation of documents into the three official languages of UCLG, etc.

# CANDIDATE SPECIFICATION

## EDUCATION

- University degree in International Relations, Politics, Economics, Social Sciences or a related field relevant to local governance.
- Master's degree in the relevant area.

## ESSENTIAL MINIMUM REQUIREMENTS

### Experience

1. Relevant professional experience (minimum 2 years) with/on local governments, development policies, or international cooperation.
2. Proven experience in managing/participating in research projects.
3. Having worked with diverse stakeholders, and having experience in translating research findings into policy-relevant formats will be an asset.

### Skills

1. Understanding of the main role of regional and local governments in national and international policies and development cooperation (particularly city-to-city, association-to-association).
2. Understanding of international institutions (UN agencies, European Union, etc.) and of their systems of programmes and policymaking.
3. Ability to manage research projects and establish the link between research, advocacy and capacity-building.
4. Excellent analytical and communication skills (oral and written) in English and either French or Spanish, including the ability to synthesize complex material, making it intelligible to different audiences.
5. Ability to work to tight deadlines and adapt to changing priorities.
6. Ability to work effectively as part of an international team.

### Desired Attributes

- Commitment to advancing equality-based, inclusive and sustainable local and regional governance through actionable research.
- Interest in fostering diversity and transdisciplinarity in research processes.
- An innovative mindset with a willingness to engage in bold discussions and contribute to the different activities of UCLG in a cross-sectoral manner.

## **COMPENSATION AND BENEFITS**

- ✓ Employment contract starting as soon as possible.
- ✓ Three months' probationary period.
- ✓ Remuneration according to qualifications and experience.
- ✓ Private health insurance.
- ✓ Daily food allowance.
- ✓ Accident insurance.
- ✓ 23 days of annual leave.
- ✓ Place of work: Barcelona (Spain).

## PROCEDURE AND SUBMISSION OF CANDIDACIES

Those candidates meeting the above mentioned requisites can apply for the position by sending a CV and cover letter to [hhrr@uclg.org](mailto:hhrr@uclg.org)

The e-mail must include the following:

- The reference **RO** in the subject of the e-mail;
- An attached cover letter including expected salary (those candidacies missing this item will not be considered);
- An attached personal CV.

Only those candidates fulfilling the aforementioned requisites will be considered. We strongly recommend those candidates that do not comply with the requirements outlined and interested in future opportunities to refrain from sending candidacies on this occasion.

Applicants must ensure that they are in possession of a work permit for the European Union.

**Starting date:** As soon as the candidate is available.

A personalized response is guaranteed only to those candidates shortlisted for interviews.

Absolute confidentiality is guaranteed throughout the selection process. In accordance with Organic Law 15/1999 on Personal Data Protection, we inform you that your data will be collected, included and processed in the Human Resources file of United Cities and Local Governments. Disclosure of personal data to third parties will require your informed consent.

You can exercise the rights of opposition, access, rectification and cancellation of this data by writing to the following address:

United Cities and Local Governments  
Carrer Avinyó, 15  
E-08002 Barcelona

<https://www.uclg.org/>