ICLEI – Local Governments for Sustainability is a global network of more than 1,750 local and regional governments committed to sustainable urban development. Active in 100+ 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.

To support our Global Projects team we are offering the following position:

**Junior Officer, Global projects, project administration**

The successful candidate will be a part of the international ICLEI World Secretariat team based in Bonn, Germany and will be placed within the Global Projects team.

The Junior Officer, will mainly support the administrative management of two multi-country, multi-annual projects, funded through the BMU/International Climate Initiative.

**Tasks:**

Support in administrative project management (ca. 70%), including:

- Controlling of budgets
- Preparation, and checking of financial project reports of the involved Regional Offices, other partners and/or subcontractors, as well as the World Secretariat as necessary, including payments to partners / sub-contractors
- Contract management (project contracts, sub-grants, cooperation agreements, service contracts, etc.)
- Support to project leaders in other aspects of the administrative management of projects upon need

Support in project acquisition and related processes (ca. 30%), including:

- Support in the coordination of project acquisition processes, keeping an overview on all proposal processes in the World Secretariat
- Support to technical teams in proposal writing, including administrative, contractual and financial matters, completing administrative forms, support the writing of budgets etc.
- Support the writing, editing and finalizing of project proposals and their coordination with partners

General support:

- Supporting project management compliance review processes, including taking over certain tasks that may go beyond those listed above
- Upon need, supporting other tasks in the team or extended World Secretariat team.

**Requirements:**

- Minimum of 1 year of professional experience in project administration, management or related field, preferably in an international organization or NGO
- Completed apprenticeship or university degree (or equivalent) in NGO Management, Business or Public Administration, Urban Studies, Business Management or related fields
- Proficiency in MS Office, email programs
- Excellent command of English
- Excellent command of German
Advantageous:
- Experience with legal documents (e.g. project contracts)
- Interest in international collaboration and sustainability

Behavioral competences:
- Self-motivation, pro-active attitude, good interpersonal skills
- Good problem solving skills and solution oriented approach
- Ability to remain calm, cool and collected in stressful situations and under changing priorities
- Well organized, accurate and very attentive to details
- Take ownership of activities and responsibilities
- Assertiveness, reliability and respect of required confidentiality

Terms and conditions:
- The position is available from 1 June 2020 at the ICLEI World Secretariat in Bonn, Germany. The duration is planned until 31 May 2021, with a possibility of extension.
- The Junior Officer, Global Projects will be supervised by the Officer, Global Projects
- Probation period 3 months
- The employment contract will be based on German law
- Salary: 29,725 – 32,822 EUR (full time) before tax and social insurance fees, with the final salary to be determined based on the chosen applicant’s skills, experience and position
- Working hours: 40 per week (full time), paid leave: 30 days per year (full time)
- Due to legal requirements, applicants must be eligible to obtain the appropriate work permit for Germany prior to the start of the position.

Application:
By email to careers.bonn at iclei.org. Please include “Junior Officer, Global Projects” in the subject line and send us:
- letter of motivation, recent CV and certificates, merged into one pdf. of up to 5 MB size
- indication of citizenship; if non-EU, whether applicant is holder of a work permit for Germany
- indication of possible starting date
- For data protection information read our disclaimer and privacy policy on our website
- Application Deadline: 25 May 2020

Equal Opportunity and Employment Policy
ICLEI World Secretariat’s hiring policy is geared to ensure that the organization hires employees without regard to their race, color, religion, national origin, citizenship, age, gender, marital status, socio-economic background or sexual orientation. ICLEI’s policy is that applicants for employment and career progression are considered solely on the basis of their relevant qualifications and competencies.

Please note that applications received after the deadline cannot be considered.
In order to support the evaluation via interview, shortlisted candidates might be required to undergo a written test relevant to the job content prior to the interview.
Kindly note, that applications are reviewed continuously upon arrival, therefore submitting your application as soon as possible is advisable.
The ICLEI World Secretariat shall only contact those applicants shortlisted for this position.

ICLEI e.V. World Secretariat
Careers
Kaiser-Friedrich-Strasse 7
53113 Bonn
Germany