Job Opportunity in Bonn, Germany
Join ICLEI – Local Governments for Sustainability!

Application Deadline: 24 April 2020

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.

The Data & Knowledge Management team is seeking qualified candidates for the position of:

**Junior Officer, Data & Knowledge Management**

The successful candidate will be a part of the international ICLEI World Secretariat team based in Bonn, Germany and will be placed within the Data & Knowledge Management team. The Data & Knowledge Management team is responsible for managing and maintaining ICLEI's global database and the tools, processes and procedures employed to collect, manage, process and utilize data corresponding to the ICLEI Network and its activities in the field of local sustainable development.

**Tasks:**

**Database management:**
- Support the maintenance and further development ICLEI's global database and interrelated systems
- Create and maintain data collection forms and tools to be used for various institutional and project needs
- Regularly process updates to key datasets, such as ICLEI Membership data
- Collect, capture, and maintain data on local and regional governments in ICLEI's global database
- Support the development of reporting forms and tools for the reporting and extraction of urban and regional data
- Help test existing and newly developed systems, and document informative feedback to aid in identifying issues and troubleshooting bugs

**Knowledge management:**
- Administer ICLEI’s Activity Reporting system, ICLEI’s internal tool for reporting and tracking its activities around the world
- Facilitate ICLEI’s virtual meeting and webinar platforms, including scheduling of sessions, sending of invitations, training of staff and speakers on platform use and functionalities, post-production of recordings
- Maintain contacts data and administer various mailing lists in collaboration with the Communications and Membership & Governance Teams, and support the planning and implementation of mass mailings

**Additional:**
- Support the Head of Knowledge Management and Global Events in communications and calls with partners on projects related to data reporting and exchange
- Support the Head of Knowledge Management and Global Events in the execution of other projects and tasks as necessary
- Provide first-level ICT support to colleagues at the ICLEI World Secretariat
Requirements:
- Minimum of 1 year of experience with database and data management related tasks
- Experience working with non-for-profit and/or Membership organizations is strongly desirable
- University degree (or equivalent) or completed apprenticeship in Information Systems, Computer Sciences or a related field
- Good technical knowledge: SQL (MySQL/PostgreSQL), experienced user of Microsoft Excel and Access. Knowledge of PHP, HTML, CSS, Javascript, Python is advantageous.
- Experience in working with relational databases
- 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.
- Well-organized, accurate and attentive to details. Takes ownership of activities and responsibilities.
- Excellent command of English language (written and spoken), knowledge of German is advantageous, additional languages spoken in ICLEI Regional Offices (Spanish, Portuguese, Korean, Japanese) are an asset.

Terms and conditions:
- The position will be available as of 1 May 2020 and will be offered as a one-year contract to start with and with a three month probation period. The Junior Officer, Data & Knowledge Management reports directly to the Head of Knowledge Management and Global Events
- Working hours per week: 40, Paid leave days per year: 30
- Salary: 29,725 to 32,822 EUR annually (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 language: English
- The employment contract will be based on German law
- 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, Data & Knowledge Management” in the subject line and send us:
- letter of motivation, recent CV (max 3 pages), certificates and/or letters of reference, all this 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 start date
- indication of citizenship, if Non-EU, whether you are holder of a work permit for Germany
- All genders are welcome
- For data protection information read our disclaimer and privacy policy on our website

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.

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