

Job Opportunity in Bonn, Germany –

Join ICLEI – Local Governments for Sustainability!

Deadline: 7 January 2019

ICLEI - Local Governments for Sustainability is the leading global network of over 1,500 cities, towns and regions committed to building a sustainable future. By helping the ICLEI Network to become sustainable, low-carbon, ecomobile, resilient, biodiverse, resource-efficient, healthy and happy, with a green economy and smart infrastructure, we impact over 25% of the global urban population.

ICLEI Capacity Center is a division of ICLEI World Secretariat which serves key organizational functions for the World Secretariat and the entire global organization and implements and/or manages projects within the World Secretariat. The ICLEI Capacity Center also provides and coordinates local ICT services to ICLEI World Secretariat as well as global ICT services to the 17 regional offices.

We are offering a position on the Data Management team as

Officer, Data Management

The successful candidate will be a part of the international ICLEI World Secretariat team based in Bonn, Germany and will be placed within ICLEI Capacity Center. The position is ideal for individuals who want to develop a data management profile in the not-for-profit sector.

Tasks:

Database development:

- Support the coordinating of ICLEI's global database development process with the external database developer
- Support development and update of APIs by creating and maintaining mapping files for different project front ends
- Create and maintain reporting forms and tools for the reporting and extraction of urban and regional data
- Support the facilitation of auto-population of reporting forms with the creation and maintenance of mapping files
- Maintain regular contact with contracted external service providers tasked with database and online system development
- Testing of the existing and newly developed systems, managing the testing report, coordinating troubleshooting with the (external) database developer
- Support the development of reporting frameworks for projects and initiatives
- Guiding and supporting colleagues in database and database related systems use
- Support development of various project websites by leading the process implementation and acting as a liaison between ICLEI staff and external contractors

Data management:

- Update and maintain metadata based on required changes in the database structure and/or information Support the upload and extraction of data from/into reporting forms
- Provide reports and data extractions to colleagues as needed (e.g. event participant lists, participation status of cities in specific initiatives, emissions data)

Additional:

- Represent the Head of Global Capacity Center in communications and calls with partners on projects related to data reporting and exchange
- Support the Head of Global Capacity Center in the execution of other Capacity Center projects and tasks as necessary
- Support Head of Global Capacity Center in team management issues

Requirements:

- Minimum of 2 years 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 knowledge of database modelling, MySQL, PostgreSQL, MS Access 2010. Knowledge of Python and PHP is advantageous
- 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. Take 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 is available from the beginning of 2019 at the ICLEI World Secretariat in Bonn, Germany. The duration is planned until 31 December 2020, with a possible extension. The employee will be supervised by the Head of ICLEI Global Capacity Center.

ICLEI is offering an annual salary of ca. 33800 - 36000 EUR before tax and social insurance fees, with the final salary to be determined based on the chosen applicant's skills, experience and position.

- Workings hours: 40 per week
- Paid leave days: 30 per year
- Working language: English
- Due to legal requirements, applicants must be eligible to obtain an appropriate work permit for Germany prior to the start of the position
- All genders are welcome

Application:

By email to jobs.bonn@iclei.org. Please include "Officer, Data Management" in the subject line and send us:

- Letter of motivation, recent CV (3 pages at most), certificates and/or letters of reference, all this compiled in one pdf. of up to 5 MB size
- Indication of possible start date
- Indication of citizenship (and if non-EU, whether you are holder of a work permit for Germany)
- Please read our data protection policy on our website (disclaimer, privacy policy)

Please note that applications received after the deadline cannot be considered.

In order to support the evaluation via interview, shortlisted candidates will 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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ICLEI World Secretariat

Human Resources

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