

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

Deadline: 06 February 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.

We are offering a position as the

### **Executive Assistant to the Secretary General**

in the Secretary General's Office at the ICLEI World Secretariat in Bonn, Germany.

#### **Responsibilities:**

The Executive Assistant completes a broad variety of tasks that facilitate the Secretary General's ability to effectively lead an international, not-for-profit organization. This includes:

- Preparing and conducting daily meetings with the Secretary General (SG) to plan his agenda and priorities; providing information and deliverables to help his decision-making; moving projects and issues forward as independently as possible;
- Handling of various requests to the SG office in an efficient, proactive and reliable manner; setting priorities appropriately, often under time-pressure and/or during major events;
- Managing the SG's extremely active calendar of travels and appointments; coordinating and ensuring that the schedule is followed, provide "gatekeeper" and "gateway" roles; preparing meetings and agendas; Leading the SG's internal and external communications, monitoring the SG's communication channels; drafting and sending letters and correspondence;
- Acting as a hub for communication between the Secretary General's office and internal departments, regional ICLEI offices, and external partners, often at a very high political level.
- Acting and communicating with a particularly high level of discretion, confidentiality and professionalism, both internally and externally.
- Helping with event preparations during annual governance or office directors meetings, and taking minutes at such meetings.
- Other ad-hoc tasks as required by the SG, such as conducting research, supporting the preparation of speeches and presentations, compiling progress reports to external donors, preparing partnership agreements and related signing ceremonies, etc.

#### **Requirements:**

- Degree in a relevant subject area such as International Studies, Office Management; Communications, Environmental Studies, Political/Social Science; or similar.
- Minimum of one year professional experience in an organizational environment.

- Organized, flexible and analytical working style, pro-active attitude, excellent written and oral communication skills; ability for multi-tasking.
- International experience and cultural sensitivity; desire to work at high professional and ethical standards.
- Excellent command of the English language, fluency in other international business languages, especially German, is an asset.

**Terms and conditions:**

- The position will be available as of 15 February 2019 and will be offered as a two-year contract with a six month probation period. The Executive Assistant reports directly to the Secretary General.
- The employment contract will be based on German law.
- Working hours per week: 30 – 40, negotiable
- Paid leave days per year: 30 (if full time)
- Salary: 29000 - 32.000 EUR (for fulltime 40 h per week) 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.
- Due to legal requirements, applicants must be eligible to obtain the appropriate work permit for Germany prior to the start of the position.
- All genders are welcome
- Please read our data protection policy on our website (disclaimer, privacy policy)

**Application:**

By email to [jobs.bonn@iclei.org](mailto:jobs.bonn@iclei.org) including "Executive Assistant" in the reference line

- letter of motivation, recent CV (max 3 pages), certificates and/or letters of reference, all this compiled in 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

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.

**Application deadline: 06 February 2019**

Please note that applications received after the deadline cannot be considered

ICLEI e.V. World Secretariat

Human Resources

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