



ICLEI – Local Governments for Sustainability (ICLEI) is a global network of more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ 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.

ICLEI's Low Emission Development Pathway is implemented by all 24 ICLEI Offices through a wide range of projects and initiatives. This Pathway is coordinated by ICLEI's Bonn Center for Local Climate Action and Reporting (carbonn® Climate Center), which focuses on 4 main action areas:

- (i) Managing global platforms and systems to serve local and regional governments, such as the online [Solutions Gateway](#) and the [carbonn® Climate Registry \(cCR\)](#), offering guidance and reviewing self-reported climate/energy data of subnational governments collected through the CDP-ICLEI Unified Reporting System. ICLEI related services include Measuring, Reporting and Verification (MRV) of local climate and energy action.
- (ii) Offering ICLEI's [GreenClimateCities™ Program](#) and the [Climate Neutrality Framework](#), as well as [100% Renewables Cities & Regions Network](#), with policy and technical assistance, tools and services for accelerated and integrated climate & energy action by local and regional governments in their territories.
- (iii) Organizing networking, peer exchange and learning opportunities on a diverse range of topics.
- (iv) Engaging in climate advocacy on behalf of cities, towns and regions, supporting ICLEI's role as focal point of the Local Governments and Municipal Authorities (LGMA) constituency at the United Nations Framework Convention on Climate Change (UNFCCC).

We work in a multicultural, international environment with colleagues and partners around the globe. We seek a highly motivated, pro-active and experienced candidate for the position of:

## Junior Officer, Climate Data

The successful candidate will be a part of the ICLEI World Secretariat team based in Bonn, Germany.

### **Responsibilities:**

- Support the coordination of data management of the carbonn® Climate Registry, the partnership enabling the CDP-ICLEI Unified Reporting System.
- Support data management including further development and functionality enhancement, data review and analysis, and aggregation of different data sets to inform progress and advocacy messaging for several ICLEI projects and initiatives, including GreenClimateCities (GCC) Program, the Global Covenant of Mayors, the Race to Zero and Race to Resilience.
- Liaise with ICLEI's Knowledge Management team, thematic teams and global coordinators on the collection, review and use of data.
- Further develop analytical modeling tools and systems and conduct research, to support thematic teams and global coordinators.
- Assist capacity building activities on Climate Data, Vertical Integration of Data, also for specific projects and initiatives.
- Support project coordination and project acquisition activities addressing data.





**Requirements:**

- Minimum of two years' experience, working in climate data science, data architecture, data governance, data pipelines, data analytics management and preferably data science.
- University degree (or equivalent) in a relevant subject such as in Environmental Sciences, Data Management, IT and Urban Development.
- Good understanding of data management and analytics, data design principles, concepts and practices.
- Ability to program data analysis routines and visualizations in Python, and experience with databases and data analytics, trend analysis and predictive logic is desirable.
- Knowledge of Paris Agreement, Nationally Determined Contributions (NDCs), vertical integration of data and MRV systems.
- Experience working with not-for-profit and/or membership organizations is desirable.
- Strong skills in research, analytical thinking, reporting, and concise writing.
- Creative and pro-active attitude in team work.
- Fluency in written and spoken English; proficiency in other languages is an asset, especially German, French, Spanish and/or Portuguese.

**The successful candidate:**

- is dedicated to the team focus in driving innovative, enabling climate action and resource-efficiency, as well as future-oriented urban solutions,
- shows enthusiasm for local climate and sustainable energy action, and is particularly interested in data collection and use, research, writing, and curation of data,
- is pro-active with an organized working method and keen eye/attention to detail,
- shows excellence in communicating ICLEI's message through data to public policy makers, technical experts and donors,
- is open to learn the use of office and presentation software, as well as web content management.

**Terms and conditions:**

- The position is available from 1 December 2021
- The contract will have a limited duration of one year, with the possibility of extension.
- The Junior Officer reports to the Head of the Climate Data team and the Director of the carbonn® Climate Center.
- Annual salary starting at 30,526 Euro (fulltime) before tax and social insurance fees, with the final salary to be determined based on the chosen applicant's relevant professional experience.
- Probation period is of three months.
- Workings hours 40 per week (fulltime).
- 30 days of paid leave per year (fulltime).
- Working language: English.
- International travel may be required.
- Communication with partners around the world may require work outside of normal office hours.
- ICLEI World Secretariat has a work from home policy.
- The employment contract will be based on German law.

**Application:**

By email to [Careers Dot Bonn At ICLEI Dot Org](mailto:Careers.Dot.Bonn@ICLEI.Org). Please include "Junior Officer, Climate Data" in the subject line and send us:

- Indication of citizenship and/or work permit for Germany
- Indication of possible start date
- All relevant documents (letter of motivation, CV (Euro pass format preferred, four pages at most), employment certificates) and information merged into one single pdf. of up to 5 MB size



- For data protection information read our disclaimer and privacy policy on our website.

### **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 will be required to undergo a written test relevant to the job content. 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: 15 October 2021**

ICLEI – Local Governments for Sustainability e.V. (World Secretariat)

Careers

Kaiser-Friedrich-Strasse 7

53113 Bonn

Germany

<https://www.iclei.org/en/jobs.html>