



ICLEI – Local Governments for Sustainability is a global network working with more than 2,500 cities, 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, implemented by all ICLEI Offices through a wide range of projects and initiatives, is coordinated by ICLEI's Bonn Center for Local Climate Action and Reporting (carbonn® Climate Center). 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 & Energy Action

The successful candidate will be a part of the Climate & Energy Action team at the ICLEI World Secretariat in Bonn, Germany.

Responsibilities:

- Support and coordination work for Smart Energy Solutions for Africa (SESA) Project which explores into accelerating the green transition and energy access in Africa.
- SESA project is being implemented in Kenya, Ghana, South Africa, Malawi, Morocco, Namibia, Tanzania, Rwanda and Nigeria. Some of the energy solutions include Solar PV solutions, waste-to-energy, bioenergy solutions, battery energy storage, clean cooking solutions, solar pumping, mini-grids, etc. The main tasks, among others, include: -
 - Support to create/produce a scalable and harmonized toolbox for advanced implementation, management and operation strategies of efficient sustainable energy solutions. The toolbox will be a key repository of (i) Impact assessment tools, (ii) Capacity building materials, (iii) Summaries of business plans and models, (iv) Summaries of innovations tested in demonstration actions, (v) Design, operations and management tools for different solutions, (vi) Provide information on financing institutions and funding options and (vii) Policy support for toolbox.
 - Support with capacity building tools and methodologies, peer to peer exchange, global trainings, community of practice and e-learning for beneficiaries of the project.
 - Support in development of concepts and pre-feasibility studies for transformational sustainable energy projects.
 - Support in policy development, institutionalization and integration in local and national plans.
 - Coordinate with project partners, reporting, compiling key messages of project outcomes, implementing the project work plan and technical assistance.
- Support and assistance for the 100% Renewables Cities and Regions Roadmap project - ICLEI's flagship energy project. Tasks among others include developing knowledge products based on renewable energy, support in developing RE projects from ideas to concept stage and making them bankable, co-lead pre-feasibility assessment and technical due diligence of proposed projects, and support the team with technical assistance for local governments of project cities in Argentina, Indonesia and Kenya.
- Support the Head of Climate & Energy Action team in project acquisition and with coordination for fundraising on the topics of clean energy, 100% Renewables, integrated climate action and climate neutrality.





- Support the Director of Global Advocacy, the Director of the carbonn® Climate Center and the Head of Climate & Energy Action with advocacy tasks, also engagement with partners such as REN21 and IRENA Coalition for Action.
- Support the promotion of ICLEI's Low Emissions Development pathway and its associated offer of support to local and regional governments, and engaging in ad hoc tasks as needed.

Requirements:

- Minimum 2 years of relevant work experience is a must. Knowledge of renewable energy project development, designing and implementation is important (candidate with on field experience is preferred). Experience working with an international organization is an advantage.
- Technical background with a University Master's degree (or equivalent) in Renewable Energy, Engineering, Environment, Climate Change, and/or a related field. IT or developer (web/excel) skills will be an added advantage.
- Knowledge of the Paris Agreement, Nationally Determined Contributions (NDCs), Renewable Energy, Sustainable Development Goals (SDGs), Multilevel Governance and/or Vertical Integration is desirable.
- High interest and enthusiasm for renewable energy, project development, project finance, energy transition in cities and urban areas, local government and climate change.
- Strong research skills, technical aptitude, analytical and critical thinking, reporting and concise writing, with a problem solving approach.
- Excellent command of English (fluency in written and spoken English), proficiency in other languages such as French, German, Spanish, and/or Portuguese is an asset.
- Creative and pro-active attitude in team work is required.
- Proficiency in office software and internet applications.

The successful candidate:

- is dedicated to the team focus in driving innovation, 100% RE, climate neutrality and resilient development,
- works well as part of a team, but is also an independent worker with a focus on quality delivery,
- is particularly interested in partnership building, writing and curating knowledge,
- is pro-active, highly motivated, well organized, and attentive to detail,
- shows excellence in communicating ICLEI's message to public policy makers, municipal technical staff, partners, and donors,

Terms and conditions:

- The position will be available from 01 November 2021.
- The contract will have a limited duration of 1 year, with the possibility of extension.
- The Junior Officer reports to the Head of Climate & Energy Action.
- Annual salary starting at 30,526 Euro before tax and social insurance fees, with the final salary to be determined based on the chosen applicant's relevant experience.
- Probation period is of three months.
- Workings hours: 40 per week.
- 30 days of paid leave per year.
- 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. Please include "Junior Officer, Climate & Energy Action" in the subject line and send us:

- Letter of motivation, recent CV, employment certificates, degree transcripts, and other supporting documents, all this merged into one pdf of up to 5 MB size.
- Indication of the possible start date
- Indication of citizenship and whether you are a holder of a work permit

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 based on their relevant qualifications and competencies.

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

To support the evaluation via interview, shortlisted candidates might be required to undergo a written test relevant to the job content before 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: 12 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>