



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 Bonn Center for Local Climate Action and Reporting (carbonn<sup>®</sup> Climate Center) supports cities, towns and regions around the globe to work towards climate neutrality, a resilient and secure future that embraces climate justice and inclusivity. This is embedded in the Low Emission Development and Resilient Development Pathways, implemented by all ICLEI Offices through a wide range of projects and initiatives. The carbonn<sup>®</sup> Climate Center focuses on 4 main action areas:

- (i) **Global support** for subnational governments through ICLEI's GreenClimateCities<sup>™</sup> Program and its Climate Neutrality Framework, the 100% Renewables Cities and Regions Network, access to finance through the Transformative Actions Program (TAP) and the online Solutions Gateway, among others – with policy and technical guidance, underpinned by tools and services to accelerate integrated climate & energy action around the globe.
- (ii) **Reporting and data analysis** to support local and regional governments with Measuring, Reporting and Verification (MRV) of local climate and energy action, by guiding robust reporting of subnational governments through the CDP-ICLEI Unified Reporting System (ICLEI's carbonn<sup>®</sup> Climate Registry), reviewing climate and sectoral data, informing national governments of the subnational contribution, and providing recommendations for stepping up action and support needed.
- (iii) **Capacity building, peer exchange and networking**, informing on trends and good practice, offering guidance such as setting science-based targets and following global protocols, and exploring innovative approaches to step up action.
- (iv) **Climate and sectoral/thematic advocacy** on behalf of the cities, towns and regions in the ICLEI network, also through 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:

## Head of Climate Action

The successful candidate will be a part of the ICLEI World Secretariat team.

### **Main responsibilities:**

- Head of the Climate Action team, dealing with team management and work planning at the World Secretariat.
- Global Co-coordinator of Climate Action and Low Emission Development pathway, informing ICLEI's political leadership on relevant trends and activities.
- Leading the implementation of ICLEI's globally coordinated climate action and reporting, working with all ICLEI offices and thematic teams, under guidance of the Director of the carbonn<sup>®</sup> Climate Center, addressing:
  - ICLEI's global support offer and capacity building for subnational governments through ICLEI's GreenClimateCities<sup>™</sup> Program and the Climate Neutrality Framework: promotion, implementation and tracking progress of the ICLEI network;





- Reporting, data management and analysis services of ICLEI's carbonn<sup>®</sup> Climate Center, guiding reporting and vertically integrated Measuring, Reporting and Verification (MRV) of local climate and energy action (subnational contribution) of the ICLEI network, and leading on the partnership with CDP and other partners using the CDP-ICLEI Unified Reporting System;
- Targeted advocacy messaging for ICLEI and in support of the LGMA constituency at the UNFCCC, closely coordinated with the Director of Global Advocacy.
- Coordinate ICLEI's engagement in climate-relevant global initiatives, specifically the Global Covenant of Mayors for Climate & Energy and the Race to Zero, working in close cooperation with the leads on Race to Resilience, the 100% Renewables Cities and Regions Energy Compact, the Transformative Actions Program (TAP) and other global initiatives relevant to climate action.
- Represent and promote ICLEI in high-level fora.
- Manage and coordinate large projects in the climate and sustainable development portfolio, including UrbanShift.
- Lead project acquisition to further develop ICLEI's international climate project portfolio, maintain and further develop donor relations.

#### **Requirements:**

- University degree (or equivalent) in Urban Studies, Sustainable Development, International Relations, Public Administration, Governance or related field. A relevant Master's or Ph.D. degree is an asset.
- At least eight years of relevant professional experience, including management of staff and projects.
- Clear understanding of the Paris Agreement, Nationally Determined Contributions (NDCs) and subnational contributions, local climate action, reporting and data.
- Strong skills required: partnership engagement, multi-cultural communication, fundraising, donor relations.
- Experience working with not-for-profit and/or membership organizations is desirable.
- Fluency in written and spoken English, with proficiency in other languages an asset.

#### **The successful candidate:**

- Shows high interest and enthusiasm for sustainable urban development and ambitious climate action.
- Is positive, with a pro-active attitude, excellent interpersonal skills and leadership qualities, and is well organized, accurate, attentive to details and quality delivery.
- Shows excellence in communicating ICLEI's message to public policy makers, partners, private sector entities, and donors.
- Is highly proficient in oral and written English; with strong writing skills.

#### **Terms and conditions:**

- The position is available from 1 April 2022, at the ICLEI World Secretariat in Bonn, Germany.
- The Head reports to the Director of the carbonn<sup>®</sup> Climate Center.
- The contract will have a limited duration of two years, with the possibility of extension
- Annual salary starting at 52,568 Euro before tax and social insurance fees, with the final salary to be determined based on the chosen applicant's years of relevant professional experience.
- Probation period is of three months.
- Workings hours: 40 per week.
- 30 days of paid leave per year.
- Working language: English.



- The employment contract will be based on German law.
- International travel may be required.
- Communication with partners around the world may require work outside of normal office hours.

**Application:**

Submit by email to [careers\(dot\)bonn\(at\)iclei\(dot\)org](mailto:careers(dot)bonn(at)iclei(dot)org) with subject line: "Head Climate Action" and includes:

- Indication of citizenship and/or work permit for Germany
- Indication of possible start date
- All relevant documents: letter of motivation, CV (Europass format preferred), employment certificates) - information merged into a single pdf of up to 5 MB size.
- For data protection information please read the 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.**

Applications will be 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: 13 February 2022**

ICLEI – local governments for sustainability e.V. (World Secretariat)

Careers

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53113 Bonn

Germany

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