



ICLEI – Local Governments for Sustainability 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. The ICLEI World Secretariat is based in Bonn, Germany.

We are offering the position of:

## Head of Global Communications [Parental Leave Cover]

The successful candidate will lead the Global Communications Team at the ICLEI World Secretariat team based in Bonn, Germany for a 10-month duration.

This position is suited for someone with at least 6 - 8 years of experience leading communications teams and strategies, ideally including global organizations working in sustainable development. The Head of Global Communications oversees a team of seven.

During the 10-month duration, the role offers a diverse and exciting slate of global projects and events. The Head will travel to Malmö, Sweden to support at the triennial ICLEI World Congress in May 2022. They will oversee the implementation of a robust event marketing plan for the Daring Cities 2022 forum, which is currently a fully virtual event. Finally, there may be a chance to travel to Sharm El-Sheikh, Egypt, for the climate COP27 (pending availability of travel funding).

### **Tasks:**

#### **Main responsibilities:**

- Oversee a team of about seven people to implement global organizational communications goals and deliverables for approximately 25 projects.
- Supervise and further the development of a multidisciplinary communications team, including all related staff and team management responsibilities.
- Advance the ICLEI brand proposition, building brand consistency across worldwide offices, including developing global messaging assets.
- Oversee event marketing and communications strategies for three major global events, including the ICLEI World Congress in Malmö, Sweden a hybrid event and Daring Cities, a fully virtual event, both organized by the ICLEI Global Events team; and COP27 in Egypt).
- Coordinate across ICLEI offices to lead the development and roll out of an integrated communications strategy.
- Provide guidance and support in the development of communications strategies across projects.
- Participate in organizational leadership and strategy.

### **Requirements:**

#### **Main requirements:**

- At least 6 - 8 years of experience leading communications teams and strategies, ideally including globally operating organizations working in sustainable development
- Advanced degree in communications, journalism, international relations, urban planning or related field
- Ability to adapt to new situations quickly and confidently
- Strategic thinking and decision-making skills, strong analytical capabilities
- Ability to articulate a vision and execute against it
- Impeccable writing skills, with native-level command of the English language
- Experience developing high-performing teams, managing and motivating others
- Ability to work in a multidisciplinary and multicultural context
- Aptitude and familiarity with organizational management and change
- Highly organized and detail-oriented with simultaneous big-picture thinking

#### **Behavioral competences:**

- Strong interpersonal and consensus-building skills
- Highly solutions-oriented approach, driven by opportunities to achieve positive change
- Strong team-oriented mindset, dedication to staff development and leadership
- Ability to effectively communicate across all levels of an organization



- Tenacity, adaptability and drive, ability to achieve results in a fast-paced work environment

**Terms and conditions:**

The position is available starting from 15 February 2022 at the ICLEI World Secretariat in Bonn, Germany, with a later start date possible upon agreement. The duration is planned for approx. 10 months (ending 31 December 2022). The Head, Global Communications will report directly to the Executive Director.

ICLEI is offering an annual salary starting at 52,567 EUR before tax and social insurance fees for the full-time position. The final salary will be determined based on the chosen applicant's relevant skills and experience and is set in accordance to the official salary grid of ICLEI.

- Workings hours: 40 per week
- 30 days of paid leave per year for a full-time position
- Three month probation period
- Working language: English
- ICLEI World Secretariat has a work from home policy
- All employment relations will be based on German law.

**Application:**

By email to [careers\\_dot\\_bonn\\_at\\_iclei\\_dot\\_org](mailto:careers_dot_bonn_at_iclei_dot_org). Please include "Head, Global Communications" in the subject line and send us:

- A letter of motivation, Your recent CV (4 pages at most), and any relevant certificates, merged into a single file, no larger than 5 MB
- Two work samples that you believe best demonstrate your fit for the position as described, with a brief explanation of your role in producing the deliverable (if it's necessary to better understand your abilities)
- Indication of possible start date
- Indication of citizenship, and if non-EU, whether you are holder of a work permit for Germany
- 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.**

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. In order to support the evaluation via interview, shortlisted candidates might be required to undergo a written test relevant to the job content.

**Deadline for applications:** 17 December 2021

ICLEI e.V. World Secretariat  
Careers  
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[www.iclei.org/en/jobs.html](http://www.iclei.org/en/jobs.html)