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, Circular Development**

The successful candidate will be responsible for the strategic and operational implementation of the Circular Development Pathway in the global network and lead the Circular Development Team within the World Secretariat.

**Tasks & responsibilities:**

- Guide the strategic development of the team and oversee the development of the [ICLEI Circulars](http://ICLEI.org) platform, supervise projects (such as Circular Turku, Circle Lab for Cities, Urban Shift, Urban Transition Alliance, CLEVER Cities), knowledge products and publications in order to establish ICLEI as a globally leading organization in circular development for cities, towns and regions
- Strategic coordination and responsibility for proposal writing, fundraising, project acquisition and management processes
- Fostering strategic partnerships and negotiating with funders and partners to further the mandate of the Circular Development team
- Represent ICLEI and, in particular, the ICLEI World Secretariat in official functions and vis-à-vis partners, funders, local and regional governments and build a strong contact network of partners and funders from the public, private and non-profit sector
- Act as the Global Coordinator of the Circular Development Pathway and support exchanges and partnerships among ICLEI’s regional and country offices to support global implementation and capacity development across all offices
- Coordinate with other team leads and senior staff at the ICLEI World Secretariat to foster effective inter-team collaboration for project acquisition and implementation.
- Lead and line manage the Circular Development Team at the ICLEI World Secretariat, which include responsibilities for staff capacity planning and professional development, as well as overall team coordination, creating a collaborative management structure and positive work environment
- Strategic financial and budget management as well as financial reporting activities
- Overseeing the implementation of projects under the Circular Development pathways and other strategic areas based on project requirements.

**Requirements:**

- Strong leadership for the team, the tasks and the strategy
- Demonstrated success in the field of project acquisition and business development in both developed and developing countries in the area of circular development, sustainability, sustainable consumption and production or other related fields
- Master’s Degree in a relevant field
• Demonstrated skills in team management, project management and financial management, especially of complex projects
• Eight years of thematic and operational work experience
• Sound understanding of local governments’ context and how they can support and enable circular economy implementation
• Excellent command of the English language (written and spoken. Fluency in additional languages (e.g. French, Spanish, and Portuguese) considered an asset)
• Excellent communication style, in writing and orally, enjoying networking, talent for public speaking, moderation and facilitation, interacting with partners and clients
• Well-organized, attention to detail, structured and proactive working style
• Inspiring “can-do” attitude, creative problem solving and strategic thinking skills
• Ability to create an enabling, collaborative team culture and structure based on intrapreneurship principles and supporting and growing a strong team
• Excellent command of office tools and applications as well as social media platforms
• Readiness for frequent international travel

Terms and conditions:
• The position will be available as of 1 September 2021
• The Head will report to the Director Global Implementation of the ICLEI World Secretariat
• Employment contract for two years. An extension and thus long-term position is envisaged.
• Employment contract will be based on German law including visa/work permit
• Annual Salary in accordance with the ICLEI World Secretariat Employment Grid and Salary Grid: Starting at 52,565 Euro (full time) before tax and social insurance fees, with the final salary to be determined based on the chosen candidate’s experience.
• Working hours: 40 per week (full time), paid leave: 30 days per year (full time)
• Probation period: Three months

Application:
By email to careers (dot) bonn (at) iclei (dot) org with “Head Circular Development” in the subject line
• Relevant documents like letter of motivation, CV (Euro pass format preferred), employment certificates, work samples and proof of previous experience
• Indication if candidate holds a visa/work permit for Germany
• Indication of possible start date
• All documents and information merged into one 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. 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.

Application Deadline: 13 August 2021

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