

Job Opportunity in Bonn, Germany

Join ICLEI – Local Governments for Sustainability!



Application Deadline: 7 May 2021

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.

ICLEI's Resilient Development Pathway, implemented by all ICLEI Offices through a wide range of projects and initiatives, is coordinated by the Resilient Development Team at the World Secretariat. The work focuses on 4 main action areas:

- (i) Strategic development of the pathway, its guidance, tools and services, also connecting to relevant global initiatives such as Making Cities Resilient 2030 (MCR2030), the Race to Resilience, and the Global Covenant of Mayors for Climate & Energy (GCoM), among others.
- (ii) Mobilizing reporting and using global platforms that serve local and regional governments, such as the online Solutions Gateway, the carbonn® Climate Registry (part of the CDP-ICLEI Unified Reporting System), to provide services to all levels of government.
- (iii) Offering networking, peer exchange and learning opportunities to subnational governments on a diverse range of topics, including disaster risk reduction, insurance for resilience, safe urban environments and multilevel governance.
- (iv) Engaging in advocacy on behalf of cities, towns and regions in relevant global forums.

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, Resilient Development

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

Responsibilities:

- Support global coordination of ICLEI's Resilient Development pathway, working with all 24 ICLEI offices.
- Support ICLEI's engagement in global initiatives such as Making Cities Resilient 2030 (MCR2030), the Race to Resilience, and the Global Covenant of Mayors for Climate & Energy (GCoM).
- Support project coordination of projects such as the Safe Urban Environment Program.
- Conduct research, develop and support dissemination of knowledge products, such as policy briefs and case studies.
- Organize webinars, conference sessions, and capacity building activities related to the Resilient Development pathway.
- Support project acquisition to further develop the pathway project portfolio.

Requirements:

- Ideally 2 years' work experience addressing resilient development and/or urban areas, with an understanding on the role of local and regional governments in administering their territories.
- Knowledge of any aspect of resilient development, in particular approaches to enable an inclusive and just transition in an evolving context, engaging the youth, and safety in urban spaces.
- Experience working with non-for-profit and/or membership organizations is desirable.
- University degree (or equivalent) in a relevant subject such as in Political Science, Urban Development, Human Geography, Environmental Science, or similar. A relevant Masters is highly desirable.
- Strong skills in research, analytical thinking, reporting, and concise writing are required.
- Creative and pro-active attitude in team work is required.
- Fluency in written and spoken English; proficiency in other languages is an asset, especially German, French, Spanish, and/or Portuguese would be an asset.

The successful candidate:

- is dedicated to the team focus in enhancing resilience and exploring innovative approaches, working with multiple stakeholders,
- works well as part of a team, but also an independent work with a focus on quality and timely 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,
- is highly proficient in oral and written English, and
- 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 15 May 2021, at the ICLEI World Secretariat in Bonn, Germany (remote working during the global COVID-19 pandemic will be possible).
- The contract will have a limited duration of 1 year, with the possibility of extension.
- ICLEI is offering an annual salary of 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.
- The employment will be based on German laws
- International travel may be required.
- Communication with partners around the world may require work outside of normal office hours.
- The Junior Officer reports to the Head of the Resilient Development Team.

Application:

- By email to careers.bonn@iclei.org. Please include "Junior Officer, Resilient Development" in the subject line and send us:
- Relevant documents like letter of motivation, CV (Euro pass format if possible), employment certificates merged into one pdf. of up to 5 MB size
- Indication of the possible start date
- 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 based on their relevant qualifications and competencies.

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

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.

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ICLEI e.V. World Secretariat
Careers
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Germany
<https://www.iclei.org/en/jobs.html>