



ICLEI – Local Governments for Sustainability is a global network working with more than 2500 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). The work focuses on 4 main action areas:

- (i) Managing global platforms to serve local and regional governments, such as the online Solutions Gateway and the carbonn® Climate Registry (cCR), offering guidance and reviewing self-reported climate/energy data of subnational governments collected through the CDP-ICLEI Unified Reporting System. These platforms link to ICLEI services provided to various levels of government, including Measuring, Reporting and Verification (MRV) of local climate and energy action.
- (ii) Offering ICLEI’s GreenClimateCities™ Program and its Climate Neutrality Framework, with policy and technical assistance, tools and services for accelerated and integrated climate action by local and regional governments in their territories.
- (iii) Organizing networking and peer exchange/learning opportunities on a diverse range of topics.
- (iv) Engaging in climate advocacy on behalf of cities, towns and regions, supporting 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:

Junior Officer, Climate / Global Covenant Liaison

The successful candidate will be a part of the carbonn® Climate Center team at the ICLEI World Secretariat in Bonn, Germany.

Responsibilities:

- Support global coordination of the Low Emissions and Resilient Development pathways.
- Assist the Director of the carbonn Climate Center to coordinate all activities relevant to the Global Covenant of Mayors for Climate & Energy (GCoM), including project coordination and engaging with all ICLEI offices.
- Support coordination for the Race to Zero and Race to Resilience activities of the ICLEI network - cities, towns, regions engaging - and providing visibility to leadership.
- Contribute to the roll-out and tracking impact of the GreenClimateCities (GCC) Program and its Climate Neutrality Framework, through ICLEI’s global offer of support.
- Conduct desk research, data analysis, and contribute to development and dissemination of materials of the carbonn® Climate Center.
- Assist in organizing events: webinars, conference sessions, capacity building activities.
- Support project acquisition to further develop ICLEI’s international climate portfolio.

Requirements:

- Minimum of 2 years’ work experience addressing climate and/or energy, ideally with an understanding the role of subnational governments, the Paris Agreement and Nationally Determined Contributions (NDCs).



- Experience working with non-for-profit and/or membership organizations is desirable.
- University degree (or equivalent) in a relevant subject, e.g. Political Science, Human Geography, Urban Development, Environmental Science. Relevant Masters is desirable.
- Fluency in written and spoken English; proficiency in other languages is an asset, especially German. French, while Japanese and Korean would be an asset.
- Strong skills in research, analytical thinking, and concise writing are required.
- Creative and pro-active attitude in team work is required.

The successful candidate:

- is dedicated to the team focus in driving innovation and accelerating climate action,
- works well as part of a team and independently, with quality and timely delivery,
- is creative, pro-active, highly motivated, well organized, and attentive to detail,
- shows excellence in communicating ICLEI's messages to target audiences.

Terms and conditions:

- The position will be available as of 1 September 2021.
- One year contract with the possibility of extension
- The employment contract will be based on German law including visa/work permit
- Annual Salary: Starting at 30526 EUR (full time) before tax and social insurance fees, with the final salary to be determined based on the chosen applicant's experience.
- Working hours: 40 per week (full time). Paid leave: 30 days per year (full time)
- Three month probation period

Application:

By email to [careers\(dot\)bonn\(at\)iclei\(dot\)org](mailto:careers(dot)bonn(at)iclei(dot)org) with "Junior Officer Climate" in the subject line and send us:

- indication of citizenship and/or work permit for Germany
- Indication of possible start date
- All relevant documents (letter of motivation, CV (Euro pass format preferred), employment certificates) 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: 1 August 2021

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

Careers

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