

Job Opportunity in Bonn, Germany
Join ICLEI – Local Governments for Sustainability!



Application Deadline: 16 April 2021

ICLEI – Local Governments for Sustainability is a global network of more than 1,750 local and regional governments committed to sustainable urban development. Active in 100+ 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, the carbonn® Climate Registry (cCR) dealing with self-reported climate and energy data of subnational governments collected through the CDP-ICLEI Unified Reporting System, to provide services to all levels of government, including Measuring, Reporting and Verification (MRV) of local climate and energy action.
- (ii) Strategic development of ICLEI's GreenClimateCities™ Program, offering a range of policy and technical assistance, tools and services for integrated climate action to guide local and regional governments in accelerating climate action.
- (iii) Offering networking and peer exchange and learning opportunities on a diverse range of topics, including 100% renewable energy, MRV and multilevel governance.
- (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

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

Responsibilities:

- Support the global coordination of ICLEI's Low Emissions Development pathway, working with all ICLEI offices. Tasks include:
 - Assisting the Director of the carbonn Climate Center to coordinate all activities relevant to the Global Covenant of Mayors for Climate & Energy (GCoM) as well as the cities and regions' Race to Zero / Resilience activities of the ICLEI network, including project coordination and engaging with all ICLEI offices.
 - Contribute to the roll-out of the GreenClimateCities (GCC) Program, the GCC Climate Neutrality Framework, and ICLEI's associated global offer of support to local and regional governments – providing input to guidance and tracking the global impact of ICLEI's climate and energy activities across all offices and the ICLEI network of cities, towns and regions.
- Conduct desk research and data analysis, also the co-development of the annual carbonn® Climate Center aggregated report.
- Under supervision, develop and support dissemination of knowledge products, case studies, and policy assessments that address climate and energy, vertical integration of reporting and MRV systems at subnational level, among others.

- Assist in organizing webinars, conference sessions, as well as capacity building activities related to the GCoM, GCC and Race to Zero/Resilience.
- 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 on the role of local and regional governments in tackling climate change.
- Knowledge of Paris Agreement, Nationally Determined Contributions (NDCs), vertical integration and MRV systems.
- Experience working with non-for-profit and/or membership organizations is highly 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 driving innovation, climate neutrality and resilient development, resource-efficiency, and future-oriented urban solutions,
- works well as part of a team, but also an independent work with a focus on quality delivery,
- is particularly interested in writing and the curation of 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 1 May 2021, at the ICLEI World Secretariat in Bonn, Germany
- The contract will have a limited duration of 1 year, with the possibility of extension.
- 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 skills and experience.
- Probation period is of three months.
- Workings hours: 40 per week.
- 30 days of paid leave per year.
- Working language: English.
- Due to legal requirements, applicants must be eligible to obtain an appropriate work permit for Germany before the start of the position.
- 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 Director of the carbonn® Climate Center

Application:

- By email to careers.bonn@iclei.org. Please include "Junior Officer, GCom" in the subject line and send us:
 - A letter of motivation
 - Your recent CV (4 pages at most) and certificates
 - Indication of the possible start date
 - Indication of citizenship (and if non-EU, whether you are a holder of a work permit for Germany)

- All these documents merged into one pdf of up to 5 MB size

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.

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

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

Kaiser-Friedrich-Strasse 7

53113 Bonn

Germany

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