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. The World Secretariat is based in Bonn, Germany.

The Global Projects team supports, raises funding for, manages, and implements multi-office projects with the aim of profiling ICLEI globally as a hub of expertise. In addition, it explores and develops new, cross-cutting, emerging thematic areas and related fund raising opportunities.

ICLEI World Secretariat in Bonn, Germany is offering the following position:

**Junior Officer (m,f,d), Global Projects, Project Administration**

The Junior Officer will mainly support the financial and administrative management of multi-country, multi-annual projects financed through the German funders.

**Tasks:**

Support in administrative project management:
- Preparation, and checking of financial project reports of the involved ICLEI Regional Offices, other partners and/or subcontractors, as well as the World Secretariat as necessary, including payments to partners / sub-contractors.
- Controlling of project budgets and general support to project accounting processes, including reporting, in close coordination with the Finance and Controlling Team at ICLEI WS.
- Contract management (project contracts, sub-grants, cooperation agreements, service contracts, etc.).
- Support to project leaders in other aspects of the administrative management of projects upon need.

Support in project acquisition and related processes:
- Overall administrative support to project acquisition processes, keeping an overview on all proposal processes in the World Secretariat.
- Support to technical teams in administrative, contractual and financial matters, completing administrative forms, support the writing of budgets etc.

General support:
- Translation of technical reports and/or proposals from English to German.
- Supporting project management compliance review processes, including taking over certain tasks that may go beyond those listed above.
- Upon need, supporting other tasks in the team or extended World Secretariat team.

**Requirements:**

- Successfully completed apprenticeship (e.g. Bürokaußmann/frau, Finanzbuchhalter/in) or university degree (or equivalent) in Accounting, Office Administration, Business or Public Administration, Business Management or related fields.
- Minimum of 1 year of professional experience in accounting, project administration, management or related field, preferably in an international organization or NGO.
- Proficiency in MS Office, email programs.
- Excellent command of English and German.
- Experience with legal documents (e.g. project contracts).
- Interest in international collaboration and sustainability.

**Behavioral competences:**
- Self-motivation, pro-active attitude, good interpersonal skills.
- Good problem solving skills and solution oriented approach.
- Ability to remain calm and collected in stressful situations and under changing priorities.
- Well organized, accurate and very attentive to details.
- Take ownership of activities and responsibilities.

Please submit your application with your CV and a cover letter to [ application@iclei.org ](mailto:application@iclei.org).
• Assertiveness, reliability and respect of required confidentiality
• Creative and proactive attitude in teamwork;
• Ability to work in a multi-cultural and international setting

**Terms and conditions:**
• The position will be available as of 1 April 2022
• The Junior Officer reports directly to the Head, Global Projects
• The duration of the contract will be one year, with the possibility of extension
• The employment contract will be based on German law including visa/work permit
• Annual Salary: Starting at 31,289 EUR (full time) before tax and social insurance fees, with the final salary to be determined based on the chosen applicant’s relevant professional experience
• Working hours: 40 per week (full time), paid leave: 30 days per year (full time)
• Three month probation period
• Working language: English
• ICLEI World Secretariat has flexible working hours and a work from home policy

**Application:**
By email to careers(dot)bonn(at)iclei(dot)org with “Junior Officer Global Projects” 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 in English), CV (Euro pass format preferred), employment certificates) and information merged into one single 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: 7 March 2022**
ICLEI – local governments for sustainability e.V. (World Secretariat)
Careers
Kaiser-Friedrich-Strasse 7
53113 Bonn
Germany