



ICLEI – Local Governments for Sustainability (ICLEI) 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.

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, Innovative Finance

Responsibilities:

- Support project coordination and delivery on projects addressing finance, including website updates, newsletter compilation, contributing to the development of knowledge products (training material, case studies, solutions, papers), as well as drafting reports and compiling key messages reflecting project impact and outcomes, which can serve ICLEI's advocacy messaging on climate finance.
- Support the management of the Transformative Actions Program (TAP) and its project pipeline created for subnational governments with projects seeking finance and assistance to develop robust project concepts and access finance.
- Support the organization of international events and webinars, knowledge exchange workshops.
- Support ICLEI's work and engagement in the Global Covenant of Mayors for Climate & Energy Finance Technical Working Group, in the Cities Climate Finance Alliance Action Groups, and in other working groups as requested.
- Support the promotion of ICLEI's Low Emission Development pathway and the associated offer of support to local and regional governments, through ad hoc tasks.
- Support project acquisition to further develop ICLEI's international project portfolio on finance.

Requirements:

- Minimum of 1 year experience in working on climate finance, compiling, analyzing, and updating information, as well as familiarity with the project development cycle and processes.
- Knowledge of information exchange and interaction between various stakeholders, including local, regional and national governments, international organizations, research institutions, private sector and NGOs.
- University degree (or equivalent) in economics, international relations, environmental studies, engineering, development studies, or a related discipline.
- Strong skills in research, analytical thinking, reporting, and concise writing required.
- Creative and pro-active attitude in team work required.
- Experience working with non-for-profit and/or membership organizations is highly desirable.
- Fluency in written and spoken English and in French/Spanish, or Portuguese.

The successful candidate:

- is dedicated to the team focus in driving innovative, low carbon, resilient, resource-efficient, future-oriented urban infrastructure solutions,
- shows enthusiasm for local climate and sustainable energy action, and is particularly interested in research, writing, and curation of knowledge,





- is pro-active with an organized working method,
- shows excellence in communicating ICLEI's message to public policy makers, municipal technical staff, business partners, and donors,
- is highly proficient in oral and written English and in French/Spanish or Portuguese,
- 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 August 2021 at the ICLEI World Secretariat in Bonn, Germany.
- The contract will have a limited duration for 1 year, with the possibility of extension.
- ICLEI offers an annual salary of 30,526 EUR before tax and social insurance fees, with the final salary to be determined based on the chosen applicant's skills and relevant experience.
- Workings hours: 40 per week, 30 days of paid leave per year
- Working language: English, and also French/Spanish or Portuguese
- Due to legal requirements, applicants must be eligible to obtain an appropriate work permit for Germany prior to 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 Head of Innovative Finance

Application:

By email to careers.bonn@iclei.org. Please include "Junior Officer, Climate Finance" in the subject line and send us:

- A letter of motivation, your recent CV (4 pages at most) and further documents all merged into one pdf. of up to 5 MB size
- Indication of possible start date
- Indication of citizenship (if non-EU, whether you hold a work permit for Germany)

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.

In order to support the evaluation via interview, shortlisted candidates will be required to undergo a written test relevant to the job content. Kindly note, that applications are reviewed continuously upon arrival, and submitting your application as soon as possible is advisable. The ICLEI World Secretariat shall only contact those applicants shortlisted for this position.

Application Deadline: 2 July 2021

ICLEI World Secretariat
Kaiser-Friedrich-Strasse 7
53113 Bonn
Germany
Phone: +49 228 97 62 99 00
<https://www.iclei.org/en/jobs.html>