

Job Opportunity in Bonn, Germany

Join ICLEI – Local Governments for Sustainability!

Application Deadline: 7 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.

The ICLEI Urban Research Team helps to position ICLEI as a leader in academic, policy and practice areas addressing sustainable urban development research and innovation through increased engagement with research institutions and other entities. Our work focuses on increasing decision-making and innovation of the ICLEI network of local and regional governments, through access to latest research informed by outcomes of ICLEI's Global Research Strategy 2019-2024.

To support the Urban Research team at the World Secretariat, we seek a highly motivated, pro-active, and experienced candidate for the position of:

Junior Officer, Urban Research

The successful candidate will be a part of the Urban Research team at the ICLEI World Secretariat in Bonn, Germany. The position is attractive for young professionals interested in a dynamic working environment, working as part of a growing international team.

Main responsibilities:

- Support the implementation of ICLEI's Global Research Strategy by:
 - Contacting and collecting inputs from all ICLEI offices and global thematic coordinators to ensure up to date research priorities are identified;
 - Maintaining mechanisms, including the research partners list, the ICLEI Academy, and the ICLEI International Network of Scholars (ICLEI INS);
 - Conducting research on sustainable urban development, and collecting data and information, linking current and relevant trends in academia to ICLEI's work; and
 - Supporting the development and dissemination of ICLEI urban research publications (case studies, policy briefs, reports, peer-reviewed papers) and communication materials (blog posts, newsletters, etc.). Tasks include designing visual display of data and information on sustainable urban development to various audiences.
- Support implementation of research components in projects such as:
 - Innovative Initiatives for Governing Food, Water, and Energy Nexus in Cities (IFWEN):
 - Contribute to development of technical contributions and publications, including policy guides for local governments.
 - Support the finalization of training packages for city officials and organization of capacity building events.
 - Support project coordination, including reporting, partner contact and engaging with ICLEI offices.
 - Sustainable Cities Impact Program (SCIP):
 - Conduct desk research and support the review of the 1st Integrated Sustainable Urban Development Assessment (ISUDA) for all SCIP project cities.
- Support the organization and/or contributions to research sessions at events such as

the ICLEI World Congress, Daring Cities Forum 2021 and Innovate for Cities (I4C) Congress.

- Provide internal support for project acquisition activities and development of proposals to expand ICLEI's research portfolio.

Requirements:

- University degree (or equivalent) in Urban Studies, Sustainable Development, International Relations, Public Administration, Governance or a related field. A relevant Master's degree is an asset.
- Minimum of one year experience in a related field. Experience working with not-for-profit and/or membership organizations is highly desirable.
- Familiarity with research processes and strong analytical skills; competence in MS Excel is necessary; familiarity with statistical analysis software such as SPSS is a plus.
- Strong writing skills as well as competence in copyediting and proofreading.
- Confident user of Microsoft Office, ideally also experience with graphical design software such as Photoshop and InDesign.
- Fluency in written and spoken English, with proficiency in other languages an asset.

The successful candidate:

- Shows high interest and enthusiasm for research on sustainable urban development.
- Is self-motivated, with a positive and pro-active attitude, as well as excellent interpersonal skills.
- Is well organized, accurate, attentive to details, and takes ownership of tasks and quality delivery.
- Has a strong ability and willingness to work as part of a team, as well as independently.
- Is dedicated to the team's focus on collaborative research, applied research, innovation, and sustainability knowledge generation.
- Shows excellence in communicating ICLEI's message to public policy makers, municipal staff, research partners, and donors.
- Is highly proficient in oral and written English; with strong writing skills.

Terms and conditions:

- The position is available from 1 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 years of relevant experience.
- Probation period is of three months.
- Working 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 Senior Research Officer and to the Head of the Research Team.

Application:

- By email to careers.bonn@iclei.org. Please include "Junior Officer, Urban Research" in the subject line and send us:
 - A letter of motivation
 - Your recent CV (4 pages at most, Europass format if possible)
 - 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 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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