



ICLEI – Local Governments for Sustainability 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.

The Intern (for a mandatory internship) will support the Research Team at the ICLEI World Secretariat in Bonn, Germany in delivering on project objectives and deliverables.

## Internship for Master students - Research Team

An internship with ICLEI offers the opportunity to acquire direct practical experience on sustainability knowledge under the supervision of experienced staff. Interns will be placed within the Research Team.

### **Tasks may include:**

- Support the implementation and operationalization of ICLEI's Global Research Strategy
- Support the coordination of the Researchers' Symposium for ICLEI World Congress 2021-2022
- Assist the implementation of projects managed by the Research Team and ad hoc research tasks (also with reference to the intern's own thematic study interests),
- Support data validation and analysis,
- Design visual display of data and information on sustainable urban development to various audiences,
- Support the development of ICLEI's knowledge products (including briefing sheets, case studies, reports, peer-reviewed publications, etc.), linking current & relevant trends in academia to ICLEI's work,
- Supporting the development of promotional materials such as blogposts,
- Conducting desk research in line with the Global Research Strategy.

### **Main requirements:**

#### **Formal essential requirements:**

- Being enrolled in a vocational training or university in a relevant subject and before final graduation, such as urban planning, environmental science, public policy, engineering, or similar.

#### **Professional requirements and behavioral competences:**

- Excellent communication skills and command of English (speaking, writing, reading). Additional language skills are an asset.
- Coherent and concise writing skills (academic articles, scientific reports, etc.).
- Strong analytical skills (including data analysis); competent in MS Excel. Competence with the other statistical analysis software such as SPSS is a plus.
- Strong desk research ability (having a published peer-review journal paper is a plus).
- Confident user of Microsoft Office, and ideally also graphical design software such as Photoshop or InDesign.
- Positive, flexible, and pro-active work attitude.

### **Terms and conditions:**

- ICLEI is offering a monthly compensation of EUR 880 gross (brutto) for the full-time internship.
- The position is available for a minimum three months to a maximum of six months (applications for a six-month position for mandatory internships are preferred).
- Possible start date: 1 April 2022.
- The intern will be supervised by ICLEI's Senior Research Officer.



- Working hours: 40 h/week, 2,5 days of leave per full month.
- Working language: English.
- The contract will be based on German law.

**Application:**

Please by email to [careers\\_dot\\_bonn at Iclei\\_dot\\_org](mailto:careers_dot_bonn_at_Iclei_dot_org) listing "Intern - Research Team" in the subject line, and include:

- Letter of motivation, up to date CV, previous employment certificates, letters of reference (if available), enrollment certificate, proof of mandatory internship (if applicable), all relevant information and documents merged into one PDF file of up to 5 MB size.
- Indication of citizenship; if non-EU, whether applicant is holder of a **work permit** for Germany (Aufenthaltstitel)
- Indication of possible **start date**
- Indication of envisaged **duration of internship** (minimum of 3 months)
- 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.**

Kindly note that 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.

**Application Deadline: 15 March 2022**

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