



Job Opportunity in Bonn, Germany

Join ICLEI – Local Governments for Sustainability!

Application Deadline: 9 May 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 and processes 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, and providing services to all levels of government, including Measuring, Reporting and Verification (MRV) of local climate/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) Networking, peer exchange and learning opportunities on diverse 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).

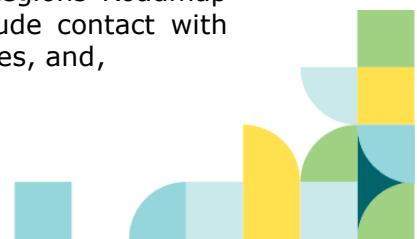
We work in a multicultural, international environment with colleagues and partners around the globe. We seek a highly motivated, pro-active and experienced candidate for the position of:

Junior Officer, Climate & Energy Action

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

Responsibilities:

- Support coordination of and fundraising for the 100% Renewables Cities & Regions Network, the GreenClimateCities™ Program and its Climate Neutrality Framework, managed by ICLEI.
- Support project coordination of the 100% Renewables Cities and Regions Roadmap project - ICLEI's flagship energy project. Tasks among others include contact with project partners, reporting, compiling key messages of project outcomes, and,





- implementing the project work plan, which includes developing a technical assistance program for local governments in Argentina, Indonesia and Kenya.
- Conduct research, contribute to knowledge products (case studies, solutions) and newsletters, and support the management of the Solutions Gateway.
- Support the Director of Global Advocacy, the Director of the carbonn[®] Climate Center and the Head of Climate & Energy Action with advocacy tasks, also engagement with partners such as REN21 and IRENA Coalition for Action.
- Support the promotion of ICLEI's Low Emissions Development pathway and its associated offer of support to local and regional governments, and engaging in ad hoc tasks as needed.

Requirements:

- Minimum 1-2 years of relevant work experience. Experience working with an international organization is an advantage.
- University degree (or equivalent) in Energy, Environment, Climate Change, Sustainable Development, and/or a related field. A relevant Master's degree will be an asset.
- Knowledge of the Paris Agreement, Nationally Determined Contributions (NDCs), Renewable Energy, Sustainable Development Goals (SDGs), Multilevel Governance and/or Vertical Integration is desirable.
- High interest and enthusiasm for sustainability in cities and urban areas, local government, good governance, climate change.
- Strong skills in research, analytical thinking, reporting, and concise writing.
- Excellent command of English (fluency in written and spoken English), proficiency in other languages such as French, German, Spanish, and/or Portuguese is an asset.
- Creative and pro-active attitude in team work is required.
- Proficiency in office software and internet applications.

The successful candidate:

- is dedicated to the team focus in driving innovation, 100% RE, climate neutrality and resilient development,
- works well as part of a team, but is also an independent worker with a focus on quality delivery,
- 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,

Terms and conditions:

- The position will be available from 1 June 2021, at the ICLEI World Secretariat in Bonn.
- 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 relevant experience.
- Probation period is of three months.
- Workings hours: 40 per week. 30 days of paid leave per year.
- Working language: English.
- The employment contract will be based on German law including visa/work permit.
- 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 Climate & Energy Action.

**Application:**

- By email to careers.bonn@iclei.org. Please include "Junior Officer, Climate & Energy Action" in the subject line and send us:
 - Letter of motivation
 - Recent CV, employment certificates and other supporting documents, all this merged into one pdf of up to 5 MB size.
 - Indication of the possible start date
 - Indication of citizenship and whether you are a holder of a work permit

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.

Application Deadline: 9 May 2021

ICLEI – local governments for sustainability e.V. (World Secretariat)

Careers

Kaiser-Friedrich-Strasse 7

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Germany

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