



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:

Senior Officer, Sustainable Mobility

Tasks and Responsibilities:

- Project management and reporting of the “IKI EcoLogistics – low carbon freight for sustainable cities” project implemented in cities in India, Colombia and Argentina, including:
 - Ensuring smooth, timely and successful project delivery, reporting to line management and managing the multi-disciplinary project team
 - Closely coordinating and liaising with project stakeholders including the donor, partners, ICLEI offices, consultants, as well as national and local governments
 - Leading the development of Terms of Reference (ToR) for various components and activities of the projects including external consultants, capacity building, lessons learnt, and knowledge products
 - Leading the development of training material, papers, case studies and the project website, as well as compiling reports and key messages reflecting project impact and outcomes
- Engage in successful project acquisition to further develop ICLEI’s international project portfolio on sustainable mobility both for people and goods, including transport digitalization, decarbonization and just transition
- Promote ICLEI’s Sustainable Mobility Program and the associated offer of support to local and regional governments through the impact initiatives: EcoMobility and EcoLogistics
- Contribute to ICLEI’s messaging on sustainable mobility, representing the organization in international forums, as a technical expert.

Requirements:

- At least 5 years of work experience, preferably 8 or more, on in mobility & transport related fields of which at least two years of coordination and management experiences
- University degree (or equivalent) in transport & mobility, logistics & supply chains, urban planning, urban development, economics, environmental studies, development studies, or any other related interdisciplinary subjects
- Academic and practical knowledge, with proven expertise on mobility & transport, urban planning, and similar, and the role of local and regional governments in this context
- Understanding the interaction between various stakeholders, such as local, regional and national governments; international organizations; research institutions; and private sector, including finance institutions
- Strong skills in project management, analytical thinking, concise writing and messaging, partner relationship management and research is required
- Experience in working with not-for-profit, NGO and/or membership organizations is a benefit



- Excellent written and spoken English is required – other languages are an advantage
- Proficiency in using MS Office, project management tools (MS Teams and Asana) and data visualization tools (Powerbi or similar) is an advantage.

The successful candidate:

- Is a strong team-player dedicated to driving innovative and sustainable mobility solutions,
- Has a proven track record of coordinating international projects (e.g. IKIs or European-funded projects)
- Shows enthusiasm for local action and project management, and is particularly interested in project designing, strategic planning, delivering high impact project results, and knowledge sharing,
- Is pro-active with an organized working method with good track-record of contributing to successful project design and meaningful partnerships,
- Shows excellence communications skills.

Terms and conditions:

- The position is available from 15 August /1 September 2022 at the ICLEI World Secretariat in Bonn, Germany.
- The contract will have a limited duration for one year, with the possibility of extension.
- Starting annual salary of 43.888 EUR before tax and social insurance fees. The final salary and position will be determined based on the chosen applicant's years of relevant professional experience. Please note that the appointment may be made at a lower grade based on qualifications and professional experience of the selected applicant.
- Workings hours: 40 per week, 30 days of paid leave per year.
- Working language: English.
- The contract will be based on German law.
- International travel may be required; communication with partners around the world may require work outside of normal office hours.
- The Senior Officer reports to the Head of Sustainable Mobility.

Application:

By email to [careers \(dot\) bonn \(at\) iclei \(dot\) org](mailto:careers(dot)bonn(at)iclei(dot)org). Please include "Senior Officer, Sustainable Mobility" in the subject line and send us:

- A letter of motivation, your recent CV and further documents and/or certificates all merged into one pdf. of up to 5 MB size.
- Indication of possible start date.
- Indication of citizenship and if applicant holds 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: 12 July 2022

ICLEI e.V. (World Secretariat)
Kaiser-Friedrich-Strasse 7
53113 Bonn
Germany
<https://www.iclei.org/en/jobs.html>