



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 Student Assistant will support the Circular Development Team in delivering on project objectives and deliverables.

Student Assistant – Sustainable Built Environment, Circular Development Team

The position is open to eligible and qualified Master's students.

ICLEI offers the opportunity to acquire direct practical experience on sustainability knowledge under the supervision of experienced staff. Internships are offered depending on the availability of meaningful assignments as well as the needs and capacity of the team to receive and supervise Student Assistants. Student Assistants will be a part of the international ICLEI World Secretariat team based in Bonn, Germany and will be placed within the Circular Development Team.

Tasks may include:

Assist the implementation of the SCIP/GEF 7 funded Urbanshift project and particularly the development of the Circular Economy online course and a practitioner handbook for buildings and construction. Tasks include:

- Support with the finalisation of the course content and the uploading to the online platform.
- Support the writing and development of practitioner handbook series: buildings and construction or similar policy document.
- Support the development of communication assets such as ICLEI Circulars.
- Support the organization of workshops focusing on event logistics.

Main requirements:

Formal essential requirements:

- Being enrolled in a vocational training or university in a relevant subject, such as urban planning, environmental science, public policy, or similar.
- At least 1 year of relevant work experience.

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 in English; experienced in policy document writing.
- Strong organizational skills.
- Confident user of Microsoft Office and particularly competent in MS Excel.
- Positive, flexible, and pro-active work attitude.

Advantageous competencies:

- Additional language skills are an asset.
- Previous (academic and/or professional) experience related in the field of public policy or urban development/planning.



Terms and conditions:

- The position is available for a minimum three months to a maximum of six months.
- Possible start date: First half of August 2022.
- Working hours: between 16 and 20 hours p/week, 2,5 days of leave per full month.
- Working language: English.
- Contract will be based on German law.

Application:

Please send your application by email to careers_dot_bonn_at_iclei_dot_org listing **"Student Assistant – Sustainable Built Environment, Circular Development Team"** in the subject line, and include:

- A short letter of motivation, an up-to-date CV, previous employment certificates, and/or letters of reference (if available), all 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 (i.e. do you have a work permit from the German government that allows you to work as an intern during your studies?).
- **Insurance:** Do you have a German health insurance (including pension insurance number) that could also be used for your internship?
- Indication of possible **start date**.
- Indication of envisaged **duration**, minimum of 3 to maximum of 6 months **and hours per week**.
- **Equipment:** indicate whether you have a laptop and access to the internet if working remotely.
- **Location:** Where are you staying at the moment? This is particularly important to ensure the intern and the supervisor can have a minimum number of in-person meetings at ICLEI premises in Bonn.
- 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: 08 July 2022

ICLEI – Local Governments for Sustainability e.V.
World Secretariat
Careers
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<https://www.iclei.org/en/jobs.html>