



**ICLEI – Local Governments for Sustainability** is a global network working with more than 2500 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 World Secretariat is based in Bonn, Germany.

The **Global Projects team** supports, raises funding for, manages, and implements multi-office projects with the aim of profiling ICLEI globally as a hub of expertise. In addition, it explores and develops new, cross-cutting, emerging thematic areas such as urban food systems, and related fund raising opportunities.

ICLEI World Secretariat in Bonn, Germany is offering the following position:

### **Officer (m,f,d), CityFood Program, Global Projects**

The Officer will mainly support the development and management of ICLEI's CityFood Program and the implementation of multi-country and multi-annual projects focusing on urban food systems.

#### **Tasks:**

- Acting as Officer to engage in the strategic and operational implementation of projects related to urban food systems including [SchoolFood4Change](#) and FOODCLIC<sup>1</sup>.
- Implementing defined work packages and tasks within the food-related global projects, including the preparation, updating and monitoring of the work plan, and support reporting, defining project progress, problems and solutions.
- Developing concepts and coordinating the activities of ICLEI's Global CityFood Program with a special focus on the relations with ICLEI regional offices and partners in coordination with the ICLEI European Secretariat.
- Facilitate networking, knowledge sharing, collaboration and best practice exchange between cities and other actors.
- Assisting the development of network activities for the CITYFOOD Network to support the cities in improving their urban food systems.
- Research, content development, and acquisition in the field of urban food systems.
- Developing ICLEI's knowledge and work in the field of sustainable food, building on projects, events and strategic partnerships.
- Represent ICLEI at relevant events, and help develop strategic relationships with relevant external organisations on the topic of sustainable food.
- Providing direct support to the relevant project acquisition processes in the World Secretariat.

#### **Requirements:**

- Minimum 2 years of experience of working in sustainable food systems, ideally with an understanding of the role of local and regional governments in transition to sustainability.
- Experience working with non-for-profit and/or membership organizations is highly desirable.
- Master or equivalent degree in Sustainable Food Systems, Environmental Sciences, International Development, Public Policy, Political Science, Sustainability, Natural Resource Management, Health/Nutrition or other relevant field.
- Languages: High proficiency in oral / written English.
- Strong experience in project design and implementation of international projects.
- Deeper knowledge of sustainable food systems, and the relevance and influence of local governments in driving the sustainable food transition. A specific knowledge or work experience in the field of integrated food planning, food governance, behavioural change and/or sustainable, healthy food environments is an asset.

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<sup>1</sup> FOODCLIC is a European Commission funded project and its full name is Integrated Urban Food Policies – Developing Sustainability Co-Benefits, Spatial Linkages, Social Inclusion and Sectoral Connections to Transform Food Systems in City-Regions



- Experience working in a fast-paced environment, high organizational skills, and ability to prioritise tasks and produce good quality work within tight time constraints.
- Experience in stakeholder engagement, and ability to build and maintain relationships with a wide range of external organisations of different socio-cultural backgrounds.

**Behavioral competences:**

- Self-motivation, pro-active attitude, good interpersonal skills.
- Good problem solving skills and solution oriented approach.
- Good communications and writing skills.
- Quick learner and multi-tasking skills.
- Take ownership of activities and responsibilities.
- Ability to work in a multi-cultural and international setting.

**Terms and conditions:**

- The position will be available as of **1 October 2022**
- The Officer reports directly to the Head, Global Projects
- The duration of the contract will be two years, with the possibility of extension
- The employment contract will be based on German law including visa/work permit
- Annual Salary: Starting at 37,193 EUR (full time) before tax and social insurance fees, with the final salary to be determined based on the chosen applicant's relevant professional experience
- Working hours: 40 per week (full time), paid leave: 30 days per year (full time)
- Three month probation period
- Working language: English
- ICLEI World Secretariat has flexible working hours and a work from home policy

**Application:**

By email to [careers\(dot\)bonn\(at\)iclei\(dot\)org](mailto:careers(dot)bonn(at)iclei(dot)org) with "Officer, CityFood Program, Global Projects" in the subject line and send us:

- Indication of citizenship and/or work permit for Germany
- Indication of possible start date
- Attachments: Letter of motivation (in English), CV (in English, Euro pass format preferred), employment certificates and/or letters of reference. All documents should be merged into one single pdf. of up to 5 MB size
- 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.**

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. In order to support the evaluation via interview, shortlisted candidates might be required to undergo a written test relevant to the job content.

**Application Deadline: 28 August 2022**

ICLEI – local governments for sustainability e.V. (World Secretariat)  
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<https://www.iclei.org/en/jobs.html>