



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.

To support the Innovative Finance team, we are offering the following position:

Junior Officer, Innovative (Climate) Finance/Resilience

The successful candidate will be a part of the international ICLEI World Secretariat team based in Bonn, Germany and will be placed within the Innovative Finance team.

Tasks:

Main responsibilities:

- Support project coordination and delivery on projects addressing subnational finance, including website updates, newsletter compilation, contributing to the development of knowledge products (training material, case studies, solutions, papers).
- Support drafting reports and compiling key messages reflecting project impact and outcomes, which can serve ICLEI's advocacy messaging on sustainable urban finance.
- Support the management of the Transformative Actions Program (TAP) and its project pipeline created for subnational governments with projects seeking finance and assistance to develop robust project concepts and access finance.
- Support the organization of international events and webinars, knowledge exchange workshops.

Additional tasks:

- Support ICLEI's work and engagement in the Global Covenant of Mayors for Climate & Energy Finance Technical Working Group, in the Cities Climate Finance Alliance Action Groups, Making Cities Resilience 2030 (MCR2030) initiative, and in other working groups as requested.
- Support the promotion of ICLEI's Low Emission Development and Resilient Development pathways and the associated offer of support to local and regional governments, through ad hoc tasks.
- Support project acquisition to further development ICLEI's international project portfolio on finance and resilience.





Requirements:

Main requirements:

- Minimum of 1 year experience in working on climate finance and/or resilience, compiling, analyzing, and updating information, as well as familiarity with the project development cycle and processes.
- Knowledge of information exchange and interaction between various stakeholders, including local, regional and national governments, international organizations, research institutions, private sector and NGOs.
- University degree (or equivalent) in economics, international relations, environmental studies, engineering, development studies, or a related discipline.
- Strong skills in research, analytical thinking, reporting, and concise writing required.
- Creative and pro-active attitude in teamwork required.
- Fluency in written and spoken English.
- **Advantageous:**
 - Experience working with non-for-profit and/or membership organizations is highly desirable.
 - Experience with graphic design tools.
 - Fluency in Spanish or French.

Terms and conditions:

- The position will be available as of 1st November 2023. The Junior Officer reports directly to the Head of Innovative Finance
- One year contract, with the possibility of extension
- ICLEI World Secretariat has a work from home policy
- The employment contract will be based on German law including visa/work permit
- Annual Salary: Starting at 32.675,20 EUR (full time) before tax and social insurance fees, with the final salary to be determined based on the chosen applicant's experience.
- Working hours: 40 per week (full time), paid leave: 30 days per year (full time)
- Three month probation period
- Working language: English

Application:

By email to careers.bonn@iclei.org with "Junior Officer Innovative (Climate) Finance/Resilience" in the subject line and send us:

- Indication of citizenship and/or work permit for Germany
- Indication of possible start date



- All relevant documents (letter of motivation, CV (Euro pass format preferred), employment certificates) and information merged into one single pdf. of up to 5 MB size
- For data protection information read our disclaimer and privacy policy on our website
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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: 30 September 2023

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