



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

## Intern – Circular Development Team

The position is open to eligible and qualified Master’s students who are available to conduct an internship for a duration of between three and six months from December 2023 to May 2024.

An internship with 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 interns. Interns 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 projects and advocacy activities, that include:

- Support to advocacy activities related to the United Nations Environment Assembly (UNEA-5.2) resolution to develop a Global Plastics Treaty, which would entail desktop assessments and research on policy and technical aspects, co-organising webinars and side events, and general advocacy support;
- UrbanShift project activities which would include City-Business Accelerator Workshops and delivery of the Circular Economy Strategies for Sustainable Development course; and
- Technical and coordination support for projects related to Just Transition and Social Equity.

### **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.

#### **Professional requirements and behavioral competencies:**

- Excellent communication skills and command of English and German.
- Coherent and concise writing skills (case studies, blog posts, etc.).
- Strong organizational skills.
- Confident user of Microsoft Office.
- Positive, flexible, and proactive work attitude.

#### **Advantageous competencies:**

- Previous (academic and/or professional) experience in the field of circular economy, plastics and social equity/just transition.



### **Terms and conditions:**

- ICLEI is offering a monthly compensation of EUR 1,000 gross (brutto) for the full-time internship.
- The position is available for a minimum three months to a maximum of six months.
- Possible start date: December 2023.
- The intern will be supervised by ICLEI's 'Officer: Circular Development'.
- Working hours: 40 p/week, 2 days of leave per full month.
- Working language: English and German.
- Contract will be based on German law.

### **Application:**

Please send your application by email to [careers\\_dot\\_bonn\\_at\\_Iclei\\_dot\\_org](mailto:careers_dot_bonn_at_Iclei_dot_org) listing "Intern – 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 of internship**, minimum of 3 to maximum of 6 months.
- **Equipment:** indicate whether you have a laptop and access to the internet when 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: 24 October 2023**

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