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 Circular Development team, we are offering the following position:

**Junior Officer, Circular Development**

The successful candidate 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:**

**Main responsibilities:**
- Support the Circular Development team with consumer goods projects and initiatives.
- Support the Senior Officer: Circular Development with the Switch Asia project titled “Transitions to circular economy practices in textile and apparel MSMEs along the lifecycle in Huzhou and Shaoxing”.
- Undertake necessary project related tasks including technical research and analysis, coordination and communication with project partners and city representatives, network set-up and maintenance, webinar organization and facilitation, development of knowledge products and general project management tasks.
- Support the Circular Development team with the day-to-day management of the advocacy initiatives. This will include coordination, drafting, development of materials, arrangement of webinars and events, and supporting on drafting position papers.

**Additional tasks:**
- Support the Circular Development team with business development activities.
- Engage in policy advocacy and strategic alliances efforts at the international levels to create an enabling environment for circular consumer goods practices and projects.

**Requirements:**

**Main requirements:**
- 1-2 years of work experience related to project coordination in the field of circular development, specifically related to consumer goods, and/or textiles and apparel.
- University degree (or equivalent) in a relevant subject such as Environmental Management and sustainable urban development. A relevant Masters’ degree is desirable.
- Creative and proactive attitude in teamwork.
- Fluency in written and spoken English.
- Confident user of Microsoft Office.
Advantageous:
● Advanced communication abilities with French and/or Mandarin and/or a second European language.
● Previous fundraising expertise.

Terms and conditions:
● The position will be available as of 1 February 2024. The post reports directly to the Head: Circular Development.
● 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.
● Must be based in Bonn, or be willing to relocate.

Application:
By email to careers(dot)bonn(at)iclei(dot)org with “Junior Officer, Circular Development” in the subject line. Please include the following information:
● 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, please refer to our disclaimer and privacy policy on our website iclei.org.

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. To support the evaluation via interview, shortlisted candidates might be required to undergo a written test relevant to the job content.
Application Deadline: 17 December 2023

ICLEI – local governments for sustainability e.V. (World Secretariat)
Careers
Kaiser-Friedrich-Strasse 7
53113 Bonn
Germany