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 Data & Knowledge Management team, we are offering the following position:

(Junior) Officer, Data Systems Management

The successful candidate will be a part of the international ICLEI World Secretariat team based in Bonn, Germany and will be placed within the Data & Knowledge Management team.

**Tasks:**

**Main responsibilities:**
- Maintain and administer ICLEI’s centralized data management systems, including the contacts database, digital asset repository, and activity reporting system
- Develop and technically maintain websites managed by the ICLEI World Secretariat, including iclei.org and a number of project and event websites;
- Liaise and coordinate with external developers contracted to develop and maintain specific ICLEI websites and data management systems;
- Maintain an inventory of all websites in ICLEI World Secretariat’s responsibility;
- Maintain the proper functioning and security of ICLEI websites, coordinating with website developers to ensure that e.g. installed plugins are kept up-to-date, latest versions of CMS are being used
- Develop training and support materials instructing ICLEI staff in the effective use of internal data management systems
- Advise ICLEI World Secretariat project teams on the best solutions and strategies for their project website needs, working within established parameters such as available budget, time-scale, ease of management and maintenance, and longevity of the project
- Provide first-level support in troubleshooting issues that arise with iclei.org and other ICLEI World Secretariat websites;
- Liaise and coordinate with external ICT support and web developers in addressing and resolving technical issues with websites and website hosting;

**Additional tasks:**
- Support the Senior Officer, Data & Knowledge Management in tasks and project work related to API development, web-based data collection and reporting processes, and data display and representation on websites and web-based platforms
Requirements:

Main requirements:
- Officer-level position: 3-5 years of work experience related to website and web-based systems development and management;
- Junior Officer-level position: 1-2 years of work experience related to website and web-based systems development and management;
- University degree (or equivalent) in a relevant subject such as computer science, web design and development, or database technologies. A relevant Masters’ degree is desirable;
- Creative and proactive attitude in teamwork;
- Fluency in written and spoken English;
- Confident user of Microsoft Office

Advantageous:
- Familiarity with programming languages like PHP, CSS, Javascript
- Familiarity with MySQL Databases
- Familiarity with Microsoft Power BI and Microsoft Azure services

Terms and conditions:
- The position will be available as of 1 January 2024. The (Junior) Officer, Data Systems Management reports directly to the Senior Officer, Data & Knowledge Management.
- Two 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 38122 EUR (full time Officer-level position) or 32675 EUR (full time Junior Officer-level position) 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 “Officer, Web Development” 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

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: 13 December 2023**

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