



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 more than 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 ICLEI World Secretariat is based in Bonn, Germany.**

The **Innovative Finance** team is offering the position of

Internship in the Innovative (Sustainable) Finance Team

This internship is a learning opportunity for enrolled Master students before their final graduation.

The internship will offer a wide range of activities for those interested in the world of sustainable development finance. Interns will have firsthand experience of working strategically with technical experts to expand their impact and effectiveness. The objective of the internship is to give you an impression of the day-to-day working environment of a global NGO and you will get to work with our people and partners. As part of our team, working directly with sustainability professionals and senior management, you will be exposed to global conferences, participate in meetings, and contribute to projects and the organizational goals of ICLEI. Interns should expect to amass a robust portfolio by the end of the internship.

Tasks may include:

- Support the management of the Transformative Actions Program (TAP) applications, including: project mobilization; initial screening; regular update of website and database
- Support in the organization of events and webinars, including: drafting and sending invitations, confirming the participation of speakers
- Regular revision of potential financial opportunities / technical assistance opportunities for priority projects
- Support to develop case studies and knowledge products
- Support project-related analytical work, including research and data collection.

Main requirements:

- Enrolled in vocational training or university in a relevant subject, such as Economics, Business Administration, International Relations, Communications, or similar
- Good analytical skills
- Good communication and organizational skills
- Confident user of Microsoft Office
- Fluency in written and spoken English

Advantageous:

- Experience with online and in-person events
- Experience using WordPress and InDesign
- Proficiency in other languages is an asset, especially French or Spanish





Terms and conditions:

- This internship is a learning opportunity for enrolled students, who **must complete a mandatory internship** as a part of their studies.
- Remuneration: 1000 Euros per month (full-time) before taxes and social insurance fees
- Workings hours: 40 per week (full-time)
- 2 days of leave per full month
- Working language: English
- The position is available as of 1st March 2024 at the ICLEI World Secretariat in Bonn, Germany
- Envisaged duration of the internship is six months
- The intern will be supervised by and report to the Innovative Finance Officer
- The contract will be based on German law.

Application:

- By email to [careers \(dot\) bonn \(at\) iclei \(dot\) org](mailto:careers(dot)bonn(at)iclei(dot)org). Please write "Internship, Innovative Finance" in the subject line and send us:
 - Relevant documents such as **letter of motivation**, enrolment certificate, visa/work permit if non-EU citizen (Aufenthaltstitel), **proof of mandatory internship** and **CV** merged into one single pdf. of up to 5 MB size
 - Indication of the possible **start date**
 - Indication of **envisaged duration of internship**: a maximum of six months (if mandatory).

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 based on 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. 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: 15. February 2024

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