



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.

We are actively seeking a dynamic and proactive candidate for the position of:

Officer, Sustainable Mobility

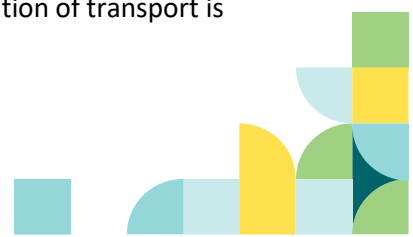
at the ICLEI World Secretariat in Bonn, Germany. This opportunity is ideal for professionals with experience in the field, interested in contributing to a dynamic working environment as part of a dedicated team. The successful candidate will play a key role in project coordination and implementation within the Sustainable Mobility team.

Tasks and responsibilities:

- Carrying out the design, implementation, and assessment of roadmaps, integrated approaches, and innovative governance models for cities in sustainable mobility with a focus on urban freight and logistics and/or digitalization and/or e-mobility.
- Project management tasks, including communication with partners and funders, reporting, and general administrative duties.
- Researching and drafting publications targeted at urban practitioners, including reports, briefs, case studies, and news articles.
- Organizing mobility-related virtual, hybrid, and in-person events, such as trainings, workshops, project meetings, and conferences.
- Supporting the Head of Sustainable Mobility in business development, project acquisition, fundraising coordination, and team strategic development.
- Representing ICLEI in events and workshops, building a robust network of partners and funders.
- Supporting advocacy tasks and engagement with partners, coalitions, and alliances.

Requirements:

- University Master's degree in Mobility, Transportation, Business, Environmental Policy, or related fields.
- At least 2 years of professional experience in a project-based environment, ideally collaborating with local governments or other urban actors.
- A solid understanding of integrated sustainable urban development principles and processes, emphasizing innovative, sustainable mobility solutions, and integrated transport and mobility plans and systems.
- Proven expertise in urban freight, transport electrification and/or digitalization of transport is highly advantageous.





- Excellent oral and written communication skills in English is essential, and proficiency in Spanish and other languages is preferred.
- Software proficiency in Microsoft Suite and Project Development software.
- Confidence in interacting and collaborating with a diverse range of partners, from grassroots organizations to political leaders.

Terms and conditions:

- **Position Availability:** The position is open from 1 April 2024 at the ICLEI World Secretariat in Bonn, Germany.
- **Contract Duration:** The contract is for one year, with the possibility of extension.
- **Salary:** Starting annual salary of 39965,04 EUR before tax and social insurance fees. The final salary and position will be determined based on the chosen applicant's years of relevant professional experience. Please note that the appointment may be made at a lower grade based on the qualifications and professional experience of the selected applicant.
- **Working Hours:** 40 hours per week, with 30 days of paid leave per year.
- **Working Language:** English.
- **Contract Type:** The contract will be based on German law including visa/work permit
- **International Travel:** May be required; communication with partners around the world may require work outside of normal office hours.
- **Reporting Structure:** The Officer reports to the Head of Sustainable Mobility

Application:

- **Submission:** By email to careers (dot) bonn (at) iclei (dot) org.
- **Subject Line:** Please include "Officer, Sustainable Mobility."
- **Documents** (all merged into one PDF file of up to 5 MB in size) to include:
 - A letter of motivation.
 - Your recent CV (max. 4 pages).
 - Other supporting documents and/or certificates,
 - Indication of possible start date.
 - Indication of your citizenship, and if you are a non-EU citizen, please specify whether you hold a work permit for Germany. Additionally, include a statement expressing your willingness to relocate to Germany.
- 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: 29. February 2024

ICLEI – local governments for sustainability e.V. (World Secretariat)

Careers

Kaiser-Friedrich-Strasse 7

53113 Bonn

Germany

<https://www.iclei.org/en/jobs.html>