



**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 Sustainable Energy team is offering the position of**

## **Sustainable Energy Intern (Southeast Asia)** *(for a mandatory internship)*

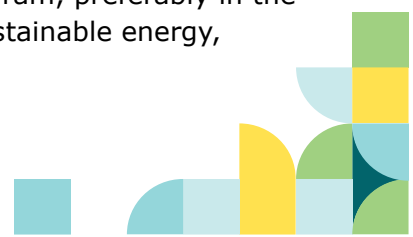
This internship is a learning opportunity for enrolled Master students before their final graduation. The internship will offer a wide range of activities for those interested in the world of energy and urban development. The objective of the internship is to give you a first-hand impression of the day-to-day working environment of a global NGO that works closely with cities on topics related to sustainable energy. You will get to work with our team, other ICLEI teams and offices, and other partners. Interns should expect to amass a robust understanding of working with local governments, the global climate and energy conversation, and fundamentals of project management by the end of the internship.

### **Tasks may include:**

- Assist the Sustainable Energy (SE) Team in project management tasks, including organizing meetings, maintaining project documentation, limited coordination, and tracking project progress.
- Conducting desk research to support project deliverables, and drafting knowledge products, policy briefs, factsheets, etc. related to sustainable energy themes.
- Support towards the development and implementation of SE team strategies and initiatives. Support the team in business development and project acquisition activities.
- Support design work related to sustainable energy projects, such as creating visual materials, infographics, and presentations.
- Support in translating ICLEI's various sustainable energy knowledge products and other strategic documents (policy recommendations, case studies, serious games, 100%RE Network and Energy Compact, etc.) into other languages like German, Spanish, French and other Asian languages to support international communication and collaboration.
- Supporting the SE team with outreach activities, including webinars, in-person events, panel discussions, etc.
- Support virtual and in-person capacity building activities on renewables for local, regional, and national governments.
- Assist with communications efforts, including drafting content for newsletters, social media posts, and website updates.

### **Main requirements:**

- Currently enrolled in a university for a relevant masters/graduate program, preferably in the fields of environmental science, energy policy, urban development, sustainable energy, climate, development studies or a related field.





- Strong organizational skills and attention to detail, with the ability to manage multiple tasks simultaneously.
- Excellent communication skills, both written and verbal, with the ability to tailor messages for different audiences.
- Knowledge of or interest in sustainable energy concepts and technologies.
- Experience functioning in an international environment.
- Strong writing and research skills (scientific reports, case studies, etc.).
- Proficiency in English (speaking, writing, and reading) is must.
  - Knowledge of Korean, Bahasa, Malay, and Thai languages are a significant advantage.
  - Additional language skills in German, and French are an added advantage.
- Experience with graphic design software (Canva, Adobe or Affinity suites) and/or knowledge of basic design principles is a plus.
- Proactive and self-motivated, with a willingness to learn, ask questions, and take on new challenges.
- Ability to work effectively both independently and as part of a diverse team.

### **Terms and conditions:**

- The position for internship is available for a maximum of six months (preferred) and at least three months.
- The position will be available as of **01 July 2024**.
- Remuneration: 1000 Euros per month (full time) before taxes and social insurance fees
- Workings hours: 40 per week (full time)
- 2 days paid leave per full month (full time)
- Working language: English
- The contract will be based on German law.
- Due to legal requirements, applicants must have or be eligible to obtain an appropriate work permit for Germany prior to the start of the position.

### **Application:**

By email to [careers.bonn@iclei.org](mailto:careers.bonn@iclei.org). Please include "Sustainable Energy – Internship (SEA)" in the subject line and send us:

- Relevant documents like **letter of motivation** (highlighting your interest in sustainable energy and relevant skills and experiences), **CV** (including educational background, work experience, language skills, and any relevant projects or accomplishments, in Euro pass format preferred), portfolio or samples of design work (if applicable), enrolment certificate **merged into one pdf. of up to 5 MB size**
- Indication of citizenship and/or work permit for Germany
- Indication of possible start date
- 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. 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: 31 May 2024**

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

Careers

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