



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 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. We work in a multicultural, international environment with colleagues and partners around the globe. The ICLEI World Secretariat is based in Bonn, Germany

We seek a highly motivated, pro-active, and experienced candidate for the position of:

Junior Officer, Sustainable Energy

This position is suitable for early-career professionals/recent graduates interested in sustainable energy, international climate processes, and urban development. You will find a dynamic and flexible working environment, with a supportive and dedicated team. The position will require a multitude of skills related to research, diplomacy, and management, with plenty of room to grow. You will get to work with our team, other ICLEI teams and offices, and other partners. The ideal candidate shows a good understanding of working with local governments, the global climate and energy conversation, and fundamentals of project management, as well as a willingness to learn all the above.

The successful candidate will be a part of the Sustainable Energy team at the ICLEI World Secretariat in Bonn, Germany.

Tasks and Responsibilities:

- Support with project coordination and implementation for the Sustainable Energy (SE) team's ongoing and future projects.
- Support with the coordination of, and fundraising for the [100% Renewables Cities & Regions Network](#), the [100% Renewables Cities & Regions Energy Compact](#), the [GreenClimateCities™](#) Program and its [Climate Neutrality Framework](#), managed by ICLEI.
- Responsibility for event organization (virtual, hybrid, in-person), and knowledge management with focus on sustainable energy and finance topics.
- Engage and support in virtual and in-person capacity building activities on RE for local, regional and national governments, in close coordination with ICLEI's team of trainers.
- Support the Head of Sustainable Energy team with business development, project acquisition and with coordination for fundraising on the topics of sustainable energy transition, 100% Renewables, energy access and security, and climate neutrality.
- Contribute towards the strategic development of ICLEI's global Sustainable Energy program.
- Conduct research and support SE team in the development of projects, knowledge products, policy briefs, factsheets and other publications to establish ICLEI as a globally leading organization in the sustainable energy transition for cities and regions.
- Support communication (including drafting content for newsletters, social media posts, and website updates) and design work related to sustainable energy projects, such as creating visual materials, infographics, and presentations.





- Coordinate outreach activities, including webinars, in-person events, panel discussions, etc.
- Engage in the further development and promotion of ICLEI's Zero Emissions Development pathway, working closely with ICLEI offices to enhance RE policy and technical support for local and regional governments; and engaging in ad hoc tasks as needed.
- Occasional business travel will be required.

Requirements:

- Minimum 1-2 years of relevant work experience. Experience working with an international organization or NGO is an advantage.
- University master's degree (or equivalent) in Energy, Environment, Climate Change, Sustainable Development, and/or a related field.
- Knowledge of the Paris Agreement, Nationally Determined Contributions (NDCs), Renewable Energy, Sustainable Development Goals (SDGs), Multilevel Governance and/or Vertical Integration is desirable.
- High interest and enthusiasm for sustainability in cities and urban areas, local government, good governance, climate change.
- 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 skills in research, analytical thinking, reporting, and concise writing.
- Excellent command of English (fluency in speaking, writing, and reading) is must.
 - Proficiency in Korean, Bahasa, Malay, Thai and other east (southeast) Asian major languages are an essential requirement.
 - Additional language skills in German, Spanish, Portuguese and/or French are an added advantage.
- A creative and pro-active attitude in teamwork is required.
- Proficiency in office software and internet applications.
- 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 is available from **1 July 2024** at the ICLEI World Secretariat in Bonn, Germany.

- The contract will have a limited duration for one (1) year, with the possibility of extension.
- Starting annual salary of 34306,92 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 qualifications and professional experience of the selected applicant.

- Workings hours: 40 per week, 30 days of paid leave per year.
- Working language: English.
- The contract will be based on German law.
- International travel may be required; communication with partners around the world may require work outside of normal office hours.
- The Junior Officer reports to the Head of Sustainable Energy.

Application:

By email to careers.bonn@iclei.org Please include "Junior Officer, Sustainable Energy" 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

Application Deadline: Saturday, 24 May 2024

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.

ICLEI e.V. World Secretariat
Careers
Kaiser-Friedrich-Strasse 7
53113 Bonn
Germany
www.iclei.org/en/jobs.html