



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 team of experts work together with our ICLEI members through peer exchange, partnerships and capacity building to create systemic change for urban sustainability.

The **World Secretariat** is based in Bonn, Germany.

To support ICLEI's Secretary General and the Executive Director of the World Secretariat, we are offering the following position:

Chief of the Secretary General's Office

The successful candidate will be a part of the international ICLEI World Secretariat team based in Bonn, Germany.

Main responsibilities:

Through this highly visible and important position, the selected candidate will need to bring accuracy, energy and diplomacy:

- To fulfill a broad variety of tasks which are geared to allow and facilitate the Secretary General and World Secretariat's Executive Director to effectively lead an international, not-for-profit organization.
- To manage these tasks in an independent manner and with professionalism.
- To undertake these tasks and communicate with a particularly high level of discretion, confidentiality and professionalism, both internally and externally.

Tasks:

- Prepare independently and conducting daily meetings with the Secretary General (SG) to plan daily agendas and priorities
- Provide information and deliverables to prepare SG decision-making
- Lead the SG's internal and external communications, drafting and monitoring the SG's communication channels.
- Support ICLEI communication, i.e. social media, LinkedIn profile and SG section on ICLEI website.
- Manage the SG's calendar of internal and external appointments.
- Handle independently the various internal and external requests to the SG office in an efficient, proactive and reliable manner; and set priorities appropriately.
- Prepare the meetings and agendas for certain group meetings in the World Secretariat, for/with the regional ICLEI offices and external partners.
- Act as liaison for the SG to the ICLEI governance bodies and presidency.
- Help with event preparations, annual governance or office directors meetings and minute-taking.





- Conduct research and supporting the preparation of speeches and presentations.
- Compile progress reports to external donors, preparing partnership agreements and related signing ceremonies.
- Prepare meetings and travels, including all logistics.
- Accompany the SG in external meetings and events.

Requirements:

Main requirements:

- University degree (or equivalent) in a relevant subject such as International Studies, Office Management, Communications, Political/Social Science or similar
- Minimum of two-year professional experience in an organizational environment.
- Organized, flexible and analytical working style, pro-active attitude, excellent written and oral communication skills, ability for multi-tasking.
- International experience and cultural sensitivity; desire to work at high professional and ethical standards.
- Excellent command of the English language, fluency in other international business languages, especially German, is an asset.

Terms and conditions:

- The position will be available as of 1 August 2024
- The selected candidate reports directly to the Secretary General
- Two years 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 39.965 EUR (full time) before tax and social insurance fees, with the final salary to be determined based on the chosen applicant's relevant professional experience
- Working hours: 40 per week (full time), paid leave: 30 days per year (full time)
- Six-month probation period
- Working language: English

Application:

- By email to [careers\(dot\)bonn\(at\)iclei\(dot\)org](mailto:careers(dot)bonn(at)iclei(dot)org) with "Chief of SG Office" in the subject line and send us merged into one single pdf. of up to 5 MB size:
- 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
- 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 contact only 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: 24 July 2024

ICLEI – Local Governments for Sustainability e.V. (World Secretariat)
Careers
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<https://www.iclei.org/en/jobs.html>