



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.

To support the Global Circular Development Team, we are offering the following position:

**Officer OR Junior Officer, Circular Development**

The successful candidate will be a part of the ICLEI World Secretariat team based in Bonn, Germany and will be placed within the Circular Development team.

**Tasks:**

**Main responsibilities:**

- Coordinate multiple circular economy projects, in close collaboration with the Global Head: Circular Development. This will include actively and independently, where necessary, coordinating or implementing all aspects of the typical project management cycle.
- Oversee human resources/teams that could report to this position, including contracted service providers.
- Contribute to the advancement of the Circular Development pathway and future build internal expertise and internal and external knowledge products.
- Oversee the ICLEI Circulars website, and monthly ICLEI newsletter, with implementation where necessary.
- Actively support fund raising activities.

**Additional tasks:**

- Represent relevant projects and ICLEI, as needed, in public platforms such as events, seminars, conferences, which could be online or in-person. This will likely include international travel.
- Participating in, coordination, implementation or support of circular economy advocacy activities.

**Requirements:**

**Main requirements:**

- 1-2 years of work experience related to circular economy or a close related area;
- University degree (or equivalent) in a relevant subject such Economics, Environmental Science, International relations;
- Creative and proactive attitude in teamwork;
- Fluency in written and spoken English;
- Confident user of Microsoft Office;

**Advantageous:**

- In-depth knowledge of WordPress and Newsletter management software.





- Fluency in written and spoken Spanish; and
- A relevant master's degree in economics or Sustainable Resource Management will be desirable.

**Terms and conditions:**

- The position will be available as of 1 April 2024. The Officer/Junior Officer reports directly to the Global Head: Circular Development;
- One year contract, with the possibility of extension;
- ICLEI World Secretariat has a work from home policy within Germany (preferred Cologne/Bonn region);
- The employment contract will be based on German law including visa/work permit;
- Annual Salary: Starting at 34306 EUR (full time) before tax and social insurance fees, with the final salary to be determined based on the chosen applicant's experience;
- Working hours: 40 per week (full time), paid leave: 30 days per year (full time);
- Three month probation period; and
- Working language: English.

**Application:**

By email to [careers\(dot\)bonn\(at\)iclei\(dot\)org](mailto:careers(dot)bonn(at)iclei(dot)org) with "Officer **OR** Junior Officer, Circular Development" in the subject line and send us:

- 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 merged into one single pdf. of up to 5 MB size; and
- 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: 22 February 2025**

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