



**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 **Innovative Finance** team is offering the position of intern.

## Internship in the Innovative Finance Team

This internship provides a valuable learning opportunity for Master's students in their final stages of study, offering hands-on experience before graduation. The intern will engage in a diverse range of activities related to financing sustainable development, working alongside finance and technical thematic experts. This experience will provide practical insights into strategic finance, impact-driven solutions, and cross-disciplinary collaboration.

The internship aims to offer a comprehensive understanding of ICLEI's day-to-day operations in a multicultural and dynamic environment. As an intern, you will be actively involved in global strategy discussions, high-level events, stakeholder meetings, and project implementation, directly contributing to ICLEI's mission. By the end of the internship, the intern can expect to have developed a robust and diverse portfolio, equipping him/her with practical skills and knowledge to advance his/her career in sustainable finance and international development.

### Tasks may include:

#### Operational support

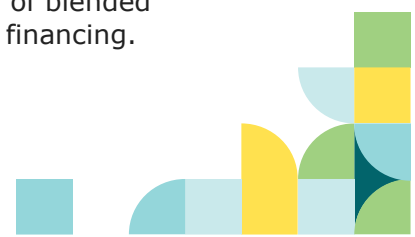
- Proposal development – Assist in drafting concept notes, grant applications, and funding proposals to support the implementation of the IF strategy.
- Financial model assistance – Support financial modelling, budget forecasts, and cost-benefit analyses for innovative finance initiatives.
- Pilot program coordination – Assist in the coordination and documentation of pilot projects, ensuring smooth implementation and alignment with strategic goals.
- Database & documentation management – Maintain organized records of knowledge management products and financial data for internal and external reporting.

#### Stakeholder engagement & communication

- Event & webinar support – Help organize and coordinate events, workshops, and webinars to engage stakeholders from different sectors and geographies.
- Communication & outreach – Draft newsletters, blog posts, and social media content to promote IF initiatives and achievements.
- Partnership support – Assist in liaising with partner organizations, tracking communication, and preparing briefing materials for high-level meetings.

#### Main requirements:

- Educational background – Currently enrolled in finance, economics, sustainability, public policy, international development, or a related field.
- Knowledge of climate & sustainable finance – Basic understanding of blended finance, green bonds, carbon markets, ESG investing, and impact financing.





- Research & analytical skills – Ability to conduct policy research, financial analysis, and market assessments.
- Financial Literacy – Familiarity with budgeting, financial modeling, investment structures, and development finance instruments.

**Advantageous:**

- Proficiency in other languages is an asset, especially French or Spanish
- Experience using WordPress and InDesign
- Experience participating in online and in-person events

**Terms and conditions:**

- This internship is a learning opportunity for enrolled students, who **must complete a mandatory internship** as a part of their studies.
- Remuneration: 1000 Euros per month (full-time) before taxes and social insurance fees
- Workings hours: 40 per week (full-time)
- 2 days of leave per full month
- Working language: English
- The position is available from April 2025 at the ICLEI World Secretariat in Bonn, Germany
- Envisaged duration of the internship is maximum six months
- The intern will be supervised by and report to the Head of Innovative Finance
- The contract will be based on German law.

**Application:**

Send email to [careers.bonn@iclei.org](mailto:careers.bonn@iclei.org), include "Innovative Finance Internship" in the subject line, and send us:

- Relevant documents: one-page letter of motivation, enrolment certificate, visa/work permit if non-EU citizen ("Aufenthaltstitel"), proof of mandatory internship, and two-page CV merged into one single pdf. of up to 5 MB size
- Indication of the 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 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 based on 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: 14 March 2025**

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