



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.

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

Junior Officer, Urban Research, Innovation, and Development

The successful candidate will be a part of the international ICLEI World Secretariat team based in Bonn, Germany, and will be placed within the **Urban Research, Innovation, and Development Team**.

Tasks and Responsibilities:

Main responsibilities:

- Support the implementation of ICLEI's Global Research & Innovation (R&I) Strategy across ICLEI offices and within the World Secretariat by:
 - Contacting and collecting inputs from all ICLEI offices and global thematic coordinators to ensure up-to-date research priorities are identified;
 - Maintaining the R&I Strategy mechanisms, including the research partners list, the ICLEI Academy, etc.
 - Conducting research and collecting data and information on requested topics, linking current and relevant trends in academia to ICLEI's work;
 - Supporting the development and dissemination of ICLEI urban research publications (case studies, policy briefs, reports, peer-reviewed papers) and communication materials (blog posts, newsletters, etc.). Tasks include designing visual displays of data and information on climate change and sustainable urban development for various audiences.
- UrbanShift project deliverables:
 - Conduct desk research to support the review of the Integrated Sustainable Urban Development Assessments (ISUDAs) for all project cities;
 - Conduct a thorough analysis of compiled data through ISUDAs to support the development of the Aggregated Analysis Report.
- Support the organization of and contributions to research & Innovation sessions at events such as Daring Cities, the Innovate4Cities Conference, and UNFCCC COPs.
- Support the collaboration with innovation partners such as the UNFCCC Global Innovation Hub and Mission Innovation.
- Since ICLEI is an accredited observer organization to the IPCC, support the Head of the Team in carrying out the associated duties and responsibilities:
 - Contribute to the IPCC Special Report on Climate Change and Cities (SR-Cities) by supporting the creation and curation of knowledge products from all ICLEI offices to feed into relevant processes;



- Support updating the urban practitioners community on the progress of SR-Cities.
- Provide support for project acquisition activities and development of proposals to expand ICLEI's Research and Innovation portfolio, chief among them the proposals linked to IPCC SR-Cities.
- Supporting the provision of research services to other teams at ICLEI:
 - Conducting desk research, data analysis, best practice research, benchmarking, designing science-informed methodologies, disseminating scientific results, and developing research-informed training and capacity development modules.
- Maintain the Urban Research, Innovation, and Development website

Additional tasks:

- Assist the team with Ad Hoc tasks linked to research and innovation.
- Support the preparation of PPTs on various sustainability and climate topics as needed.
- Assist the Head of the Team in providing research, analysis, and recommendations to ensure alignment with organizational goals.
- Help in the preparation of reports and other materials as needed to facilitate decision-making and smooth operational flow.

Requirements:

Main requirements:

- 1-2 years of work experience in a related field. Experience working for research and innovation institutions, not-for-profit and/or membership organizations is highly desirable.
- University degree (or equivalent) in a relevant subject such as Urban Studies, Sustainable Development, International Relations, Public Administration, Governance or a related field.
- Having knowledge or prior experience in topics such as digitalization, governance, economy and finance, etc. is a plus.
- Experience in academic writing and peer-reviewed publications is a plus.
- Experience with designing infographics or visual content is an asset.
- Creative and proactive attitude in teamwork;
- Confident user of Microsoft Office.
- Fluency in written and spoken English, with strong writing skills.

The successful candidate:

- Shows high interest and enthusiasm for research on climate change and sustainable urban development;
- Is self-motivated, with a positive and pro-active attitude, as well as excellent interpersonal skills;
- Is well organized, accurate, attentive to details, and takes ownership of tasks and quality delivery;



- Has a strong ability and willingness to work as part of a team, as well as independently;

Terms and conditions:

- The position will be available as of 1st of June/July 2025. The Junior Officer reports directly to the Head of Urban Research, Innovation, and Development
- The position is offered as a one-year contract, with the possibility of extension.
- ICLEI World Secretariat has a flexible work-from-home policy within Germany (ideally based in the Cologne/Bonn region).
- The employment contract will be based on German law and is subject to visa/work permit regulations.
- Annual salary starting at 34,306.92 EUR (full-time) before taxes and social insurance contributions. The final salary will be determined based on the selected applicant's qualifications and relevant experience..
- Working hours: 40 per week (full-time), with 30 days of paid leave annually.
- Probation period: 3 months.
- Working language: English

Application:

Please send your application by email to [careers \(dot\) bonn \(at\) iclei \(dot\) org](mailto:careers(dot)bonn(at)iclei(dot)org), with the subject line: "Junior Officer, Urban Research, Innovation, and Development."

Your application should include:

- A letter of motivation, your most recent CV, and any relevant certificates or supporting documents — all combined into a single PDF file (maximum size: 5 MB).
- Your earliest possible start date.
- An indication of your citizenship and whether you hold a valid work permit for Germany.

For information on data protection, please refer to our [disclaimer and privacy policy] on the ICLEI 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.

In order to support the evaluation via interview, shortlisted candidates will be required to undergo a written test relevant to the job content. Kindly note, that applications are reviewed continuously upon arrival, and submitting your application as soon as possible is advisable. The ICLEI World Secretariat shall only contact those applicants shortlisted for this position.



Application Deadline: 30 May 2025

Applications will be reviewed on a rolling basis, so early submission is strongly encouraged.

ICLEI – Local Governments for Sustainability e.V. (World Secretariat)

Careers

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Germany

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