



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.

We are currently seeking a motivated and experienced

Project Officer

to join our **Climate Action / Urban Research and Innovation Teams (URID)** at the **ICLEI World Secretariat in Bonn**. This is a limited and temporary position to cover a long-term sick leave.

As Project Officer, you will coordinate and implement international sustainability projects, among which the **Kaohsiung - ICLEI Climate Neutral and Smart Cities Community of Practice.** with 15 selected cities from across Asia and the Pacific 2025–2026. You will work independently as well as collaboratively across teams to ensure the timely and effective delivery of project objectives.

Main responsibilities:

- Lead the planning, execution, and performance tracking of the Project tasks.
- Ensure the timely delivery of project outputs in line with contractual obligations, workplans, and quality standards.
- Oversee procurement processes and contract management in line with ICLEI's internal procedures.
- Manage the project cycle including timelines, budgeting, reporting, and stakeholder communication.
- Contribute to fundraising efforts, including identifying opportunities and supporting proposal development.
- Realize the reporting as per project demand.

Additional tasks:

- Represent ICLEI and organize project activities at international events, conferences, and stakeholder meetings, both online and in person (international travel is required).
- Engage in advocacy and outreach related to the field areas.
- Support learning and knowledge exchange by documenting and sharing best practices.
- Collaborate closely with internal teams and external partners, including cities, funders, and research institutions.





Requirements:

- Minimum 3–5 years of professional experience in international sustainability related project coordination.
- Demonstrated project management skills, including the ability to independently lead and deliver complex projects.
- Experience working across multidisciplinary and multicultural teams, ideally within an international NGO, city network, or donor-funded context.
- Strong organizational, analytical, and communication skills.
- Fluency in English is required; additional languages (e.g. Mandarin, Spanish, French) are an asset.
- Willingness to travel internationally and adapt to flexible work environments

Terms and conditions:

- The position will be available as of 1 July 2025.
- The employment contract is based on German law including visa/work permit;
- Annual Salary: starting with 39965 EUR (2-4 years of experience) to 46.128 EUR (7-9 years of relevant experience), 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);
- Working language: English.

Application:

By email to [careers\(dot\)bonn\(at\)iclei\(dot\)org](mailto:careers(dot)bonn(at)iclei(dot)org) with "Project Officer" 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
- 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. To support the evaluation



via interview, shortlisted candidates may be required to undergo a written test relevant to the job content.

Application Deadline: 30. May 2025

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

Careers

Kaiser-Friedrich-Strasse 7

53113 Bonn

Germany

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