



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:

Senior 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:

Project Coordination, Reporting, and Delivery:

- Lead the coordination of the **EU Horizon-funded “RethinkAction” project**, implemented across six European regions, activities including:
 - Ensuring timely delivery of project milestones, stakeholder workshops, and knowledge products.
 - Liaising with consortium partners and ICLEI teams to ensure cohesion and quality delivery.
 - Supporting dissemination through webinars, conference presentations, and the development of a Massive Open Online Course (MOOC).
- Lead the technical research and innovation deliverables, and support coordination efforts from a research & innovation perspective for the **Kaohsiung-ICLEI Climate Neutral and Smart Cities Community of Practice**, including:
 - Supporting recruitment and engagement of city participants.
 - Supporting the design and delivery of capacity-building workshop components on digital transformation, digital finance, and smart city governance.
 - Managing deliverables such as case studies and strategic recommendation reports.
 - Showcasing project outcomes at high-level international events.
 - Co-lead the compilation of project reports.
- Co-lead the development of commissioned scientific and journal publications on digitalization, digital finance, transformation, and governance, including the **multi-level governance study commissioned by the Global Environment Facility (GEF)**.

Project Acquisition and Proposal Writing

- Contribute to acquisition and design of international projects aligned with ICLEI’s Research & Innovation vision for urban transformation - particularly in the areas of innovative digital finance, climate innovation, and urban governance.

Strategic Support for the Global Research & Innovation Strategy and ICLEI

Knowledge Products:

- Support ICLEI’s Global Coordinator for Research & Innovation in implementing the Global Research & Innovation Strategy, including its associated mechanisms and coordination across ICLEI offices.
- Co-lead the co-creation process to transform ICLEI’s gray literature publications



into academic outputs aligned with the scope of the upcoming IPCC Special Report on Cities.

- Lead or support the design and development of ICLEI knowledge products as needed, including case studies and policy briefs.
- 2025 Recruitments

Requirements:

- Minimum 5 years (preferably 8+) of relevant professional experience in urban planning, digital urban development, digital finance, stakeholder engagement, or related fields, including at least 2 years in project coordination/management and proposal writing.
- University degree in urban related studies, digitalization and finance, or climate innovation, or a related interdisciplinary field.
- Proven track record in academic writing and peer-reviewed publications.
- Proven track record in coordinating complex international projects.
- Demonstrated expertise in urban governance, and the role of digital tools and finance in enabling sustainable urban transitions.
- Strong understanding of multilevel governance and stakeholder dynamics involving local/regional governments, research and finance institutions, and civil society.
- Excellent skills in project management, research, concise writing, communications, and relationship building.
- Competent with digital collaboration tools (e.g., ClickUp, Miro), design platforms (Canva, Adobe Suite), and MS Office.
- Fluent written and spoken English is essential; additional languages are a plus.

The successful candidate:

- Is a **strategic thinker and hands-on implementer**, comfortable navigating between research, policy, and practice.
- Demonstrates a **deep commitment to sustainable urban development** and innovative solutions.
- Brings a **strong grasp of emerging topics**, including **digitalization, or carbon budgeting**.
- Thrives in a collaborative, international environment and takes initiative in shaping impactful outcomes.
- Is an excellent communicator with experience in **public speaking, workshop facilitation**, and content creation for diverse audiences.

Terms and conditions:

- The position is available from 1 June 2025 at the ICLEI World Secretariat in Bonn, Germany.
- The contract will have a limited duration for 1 year, with possibility of extension.
- Annual salary: starting at 49,360.92 EUR before tax and social insurance fees. The final salary will be determined based on the chosen applicant's years of relevant professional experience.
- Working hours: 40 per week, 30 days of paid leave per year.
- Working language: English.



- The contract will be based on German law.
- International travel may be required; communication with partners around the world may require work outside of normal office hours.
- The Senior Officer reports to the Head of Urban Research, Innovation, and Development.

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