



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, proactive, and experienced candidate for the position of:

Junior Officer, Resilient 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 **Resilient Development Team**.

Tasks and Responsibilities:

Project Coordination, Reporting, and Delivery support for the “**Urban Infrastructure Insurance Facility (UIIF)**” project, implemented across Latin America and the Caribbean cities, activities including:

- Support effective communication and coordination with consultants, project stakeholders, and ICLEI Regional Offices, including participation in meetings and calls to ensure timely delivery of milestones;
- Contribute to the planning and organization of virtual and in-person project-related events such as conferences, workshops, and partner meetings to enhance project visibility and stakeholder engagement;
- Assist in the preparation of biannual narrative reports, technical documents, and internal updates to support monitoring, evaluation, and funder reporting requirements.

Strategic Support for Global Coordination and Events Under the Resilient Development Pathway:

- Support the Resilient Development Team in organizing quarterly coordination calls and ensuring effective collaboration across ICLEI offices through structured internal mechanisms and data-informed reporting;
- Support the planning, design, and delivery of international events (virtual, hybrid, or in-person), including webinars, workshops, and high-level partner meetings, managing logistics, speaker coordination, and follow-up documentation;
- Contribute to the creation of knowledge products and advocacy materials (e.g., factsheets, blog posts, website updates), aligning messages with ICLEI’s Resilient Development pathway and supporting global outreach and visibility;
- Serve as a liaison with the Knowledge Management Team to leverage data from ICLEI’s internal Activity Reporting Dashboard, using insights from Regional Offices to support and inform the global implementation and outreach

Project Acquisition, Proposal Writing, and Advocacy

- Contribute to the acquisition and design of international projects aligned with ICLEI’s Resilient Development vision for local and regional governments, particularly in the areas of Climate and Disaster Risk Finance and Insurance (CDRFI), equitable development, disaster management, Small Island Developing States (SIDS), community resilience, and informal settlements;
- Support the expansion of ICLEI’s global project portfolio through partnership building, participation in external meetings, and effective documentation to advance global resilience efforts.



Candidate Profile:

Requirements:

- 1-2 years of work experience in a related field. Experience working for local governments, not-for-profit, and/or membership organizations is highly desirable;
- A Master's degree (or equivalent) in a relevant subject such as Political Science, Urban Studies, Human Geography, Environmental Science, International Relations, or similar;
- Experience with digital collaboration tools (e.g., Miro, Mural), Google Workspace, MS Office, and basic proficiency in design platforms (Canva, Adobe Suite);
- Fluency in written and spoken English is required; proficiency in Spanish and/or Portuguese is also required;
- Strong research, analytical thinking, reporting, and concise writing skills;
- Experience working in database management and visualizing complex information.

Highly desirable:

- Experience related to local governments, Climate and Disaster Risk Finance and Insurance (CDRFI), equitable development, disaster management, Small Island Developing States (SIDS), community resilience, informal settlements, or stakeholder engagement and partnerships;
- Experience coordinating virtual or in-person events, workshops, and conferences;
- Experience working in an international setting;
- Experience in coordinating international projects.

The Successful Candidate:

- Thrives in a collaborative, international environment and takes initiative in shaping impactful outcomes;
- Is an excellent communicator with experience in public speaking, workshop facilitation, or content creation for diverse audiences;
- Shows high interest and enthusiasm for enhancing resilience and exploring innovative approaches, working with multiple stakeholders;
- Is self-motivated, with a positive and proactive attitude, as well as excellent interpersonal skills;
- Is well organized, attentive to details, maintains quality delivery, and acts with honesty and accountability in all tasks;
- Has a strong ability and willingness to work as part of a team, as well as independently;
- Demonstrates flexibility and the ability to quickly adapt to changing priorities, contexts, time zones, and emerging opportunities in a fast-paced environment;
- Capacity to bring new ideas and contribute meaningfully to project ideation beyond the current portfolio of the team;
- Maintains cultural sensitivity and has a deep understanding and respect for diverse backgrounds and perspectives.

Terms and conditions:

- The position is available from 1 March 2026 at the ICLEI World Secretariat in Bonn, Germany.
- The contract will have a limited duration for 1 year, with possibility of extension.



- ICLEI World Secretariat has a flexible work-from-home policy within Germany (ideally based in the Cologne/Bonn region).
- Annual salary: starting at 34,306.92 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. Spanish/Portuguese is necessary.
- 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 Junior Officer reports to the Head of Resilient 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: "Junior Officer, Resilient 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: 15 December 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>