



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:

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:

Coordination, reporting, and delivery of the “Urban Adaptation Finance Facility (UAFF)” project across cities in Latin America and the Caribbean, including:

- Coordinate activities with consultants, regional offices, government counterparts, and implementing partners to ensure timely project preparation.
- Support documentation and review of city selection processes, including climate risk analyses and vulnerability assessments.
- Organize virtual and in-person capacity building workshops to ensure successful project development and stakeholder engagement.
- Support preparation of climate and development projects from concept to funding approval, including project design, terms of reference, and coordination of technical, financial, and feasibility studies.
- Support the integration of environmental, social, gender, fiduciary and climate finance alignment considerations into mitigation and adaptation project preparation activities, in line with institutional policies and investment criteria, contributing to project bankability.
- Contribute to financial and economic analysis reviews, including cost-benefit assessments, financial models, and funding gap analysis.
- Draft and consolidate project documentation, reports and briefing notes for internal review and decision-making.
- Carry out further related duties as required for successful UAFF implementation.

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 resilient development, equitable development, disaster management, and community resilience.
- 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:

- Master’s degree in economics, finance, public policy, environmental studies, engineering, international development, or a related field.
- At least 5 years of experience in project preparation, appraisal, or implementation within development finance, climate finance for resilient and inclusive infrastructure, or related sectors.
- Solid understanding of mitigation and/or adaptation concepts and their application in project design and results frameworks.
- Demonstrated experience supporting the preparation of projects for multilateral



development banks, climate funds, or similar institutions.

- Experience contributing to financial and economic analyses, including review of cost-benefit assessments, financial models, or concessional finance structures.
- Familiarity with environmental and social safeguards, gender considerations, and fiduciary requirements in development or climate-financed projects.
- Experience with project acquisition activities, including proposal writing, concept notes, and funding applications.
- Proficiency in English and Portuguese.
- Experience organising virtual and/or in-person capacity building events incl. using digital collaboration tools (Zoom, Miro, Mural, or similar).

Highly desirable:

- Experience working with or preparing projects for institutions such as the IDB, GCF, World Bank, or similar organizations.
- Experience in sectors such as energy, transport, water, urban development, or climate resilience.
- Experience working with governments in developing countries, particularly in project preparation or institutional strengthening (preferably in Latin America and the Caribbean).
- Additional language skills (e.g. Spanish or French).
- Familiarity with international policy frameworks related to loss and damage, informal settlements, and inclusive infrastructure.

Competencies:

- Collaborates proactively, showing initiative and a positive attitude to work both as part of a team and autonomously.
- Adapts quickly to changing priorities, contexts, and time zones in a fast-paced environment.
- Communicates clearly and concisely with diverse audiences, including through public speaking and workshop facilitation.
- Demonstrates strong stakeholder engagement skills and works collaboratively in international environments, with cultural sensitivity for diverse backgrounds and perspectives.
- Organizes and manages tasks with strong attention to detail, ensuring high-quality delivery.
- Demonstrates analytical thinking and problem-solving skills, with the ability to identify practical solutions and move forward in complex project contexts.
- Contributes innovative approaches to project development and acquisition activities beyond the team's existing portfolio.

Terms and conditions:

- The position is available from 1 May 2026 at the ICLEI World Secretariat in Bonn, Germany.
- The contract will have a limited duration of 1 year, with the possibility of extension. The position is subject to a three-month probation period.
- The contract will be based on German law.
- The position is based in Bonn, Germany. Work-from-home flexibility within Germany is possible in line with organizational policies.
- Annual salary: starting at 42,917.40 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 hours per week, 30 days of paid leave per year.
- Working language: English. Portuguese when necessary.
- International travel may be required. Communication with partners around the world may require work outside of normal office hours.
- The 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: "Officer, Resilient Development".

Your application should include:

- A letter of motivation, most recent **CV (without photo)**, and any relevant certificates or supporting documents — all combined into a single PDF file (maximum size: 5 MB) and named using the following format: **LastName_FirstName_DocumentName**.
- Your earliest possible start date.
- An indication of your current country of residency and whether you currently hold the legal right to work in 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.

To support the evaluation via interview, shortlisted candidates will be required to undergo a test relevant to the position. The ICLEI World Secretariat shall only contact those applicants shortlisted for this position.

Application Deadline: 31 March 2026

ICLEI – Local Governments for Sustainability e.V. (World Secretariat) Careers
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<https://www.iclei.org/en/jobs.html>