



**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) phase II**” project, to be 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.

### **Data Analysis and Knowledge Management:**

- Supporting the management and creative use of ICLEI’s internal Activity Reporting Dashboard (ARD) for the Resilient Development pathway in close collaboration with the Knowledge Management Team.
- Using data-processing tools (e.g. Python) to extract, clean, and structure data from ARD and other internal sources so that it reflects indicators and outcomes for the Resilient Development pathway.
- Developing and documenting methodologies to interpret ARD data and translate it into resilience-relevant insights, dashboards, and summaries that support internal decision-making, reporting, and external visibility.
- Using GIS tools to support the team in conducting spatial risk analyses, including the interpretation of geospatial and socio-economic datasets, and the creation of risk maps (e.g. climate- and flood-related risk, vulnerability, and exposure) for cities and communities.
- Understanding, assessing, and combining different data sources (e.g. hazard, exposure, socio-economic, governance, and service provision data) to produce risk and resilience analyses aligned with equitable development and climate justice principles.
- Contributing to the documentation and organization of data, tools, and methodologies in a way that can be reused and scaled across regions.
- Developing clear and compelling visualizations (infographics, charts, maps) that translate complex data and concepts into accessible formats tailored to different audience groups.

### **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;

### **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:

- A Master's degree (or equivalent) in a relevant subject such as Political Science, Urban Studies, Human Geography, Environmental Science, International Relations, or similar;
- 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;
- Demonstrated experience in interpreting and analyzing data (quantitative and/or spatial) and translating it into clear findings, narratives, and visual outputs.
- 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 preferred;
- Strong research, analytical thinking, reporting, and concise writing skills;
- Experience working in database management and visualizing complex information.

#### Highly desirable:

- Experience working in the areas of Climate and Disaster Risk Finance and Insurance (CDRFI);
- 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 June 2026 at the ICLEI World Secretariat in Bonn, Germany.
- The contract will have a limited duration for 1 year, with 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 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 preferred.
- 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.bonn@iclei.org](mailto:careers.bonn@iclei.org), with the subject line: "Junior Officer, Resilient Development."

Your application should include:

- A letter of motivation, your 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 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.

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

## **Application Deadline: 26 April 2026**

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