



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.

ICLEI is seeking candidates for:

Junior Officer, Equity and Social Inclusion

The successful candidate will be a part of the international ICLEI World Secretariat team based in Bonn, Germany and will be placed within the Equitable Development team.

Tasks:

Main responsibilities:

- Key responsibilities: Support the planning and implementation of project activities under ICLEI's Equitable Development Pathway, with a particular focus on project implementation and acquisition. This includes:
 - Maintain and update comprehensive work plans, implementation schedules, agendas, decision logs, meeting documentation, and other project management tools. Ensure that project coordination processes effectively support the co-creation of integrated, equitable, and community-driven initiatives while facilitating collaboration among project partners and stakeholders.
 - Support communication and engagement activities with local and regional governments, partner organizations, and other relevant stakeholders to primarily uncover cultural and local nuances that support project coordination, knowledge exchange, and implementation activities.
 - Contribute to the planning and facilitation of peer exchanges and stakeholder activities, based on the insights and nuances learned from local engagement and communication. This includes the preparation of slide decks, agenda and wider planning elements towards project meetings, workshops, and knowledge sharing events.
 - Support knowledge development and analysis by producing and translating case studies, briefing sheets and project reports that accurately and in a comprehensive manner relate to insights from projects, and being related to equity, social inclusion and socially just climate action. Many of these documents will be written exclusively in German, and part of the preparation and research will also need to be conducted in German.
 - Contribute to communication and dissemination efforts through the drafting of blog posts, articles, presentations, and event materials, as well as the organization of webinars and public-facing sessions. This should translate the complexities and lived experiences of the local stakeholders into content applicable for a wide range of national and global stakeholders.





- Support advocacy and outreach activities, based on specific insights gained through the projects, through the preparation of newsletters, communication materials, and other content aimed at enhancing project visibility and impact. This includes updating and maintaining content on the project website and related online platforms.
- Participating in and capturing workshops and check-in meetings with German cities, civil society and residents in German. Support in note taking.

Additional tasks:

- Support on project acquisition activities.

Requirements:

Main requirements:

- At least a Bachelor's degree in sustainability, sociology, politics, social sciences or similar field of relevance.
- Fluent in German and English, where no language checks will be needed from Supervisors.
- Proven skills in report writing, project management; experience in website content management considered an asset.
- Excellent observation and communication skills, ability to facilitate workshops and meetings.
- Previous experience working directly with communities and at the municipal level and/or with municipal governments will be considered an asset.
- These tasks will require a moderate to high level of travel between project cities, within German, and to other related tasks internationally.

Advantageous:

- Spanish and additional languages are preferred.

Terms and conditions:

- The position will be available as of 1 October 2026 (or as soon as possible). The Junior Office, Equity and Social Inclusion reports directly to the Senior Office: Equity and Social Inclusion
- One year contract, with the possibility of extension
- ICLEI World Secretariat has a work from home policy
- The employment contract will be based on German law including visa/work permit
- Annual Salary: Starting at 35.336,13 EUR (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)
- Three month probation period
- Working language: English & German
- Location: Bonn

Application:

By email to [careers\(dot\)bonn\(at\)iclei\(dot\)org](mailto:careers(dot)bonn(at)iclei(dot)org) with "Junior Officer: Equity and Social Inclusion" 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. In order to support the evaluation via interview, shortlisted candidates might be required to undergo a written test relevant to the job content.

Application Deadline: 28. August 2026

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