

**Assistant: Sustainable Economy and Procurement**

**Start date: 01 October 2018**

**Duration: 2 years**

**Deadline for application: 16 July 2018**

ICLEI – Local Governments for Sustainability is an association of 1,200 local governments in 68 countries that are dedicated to sustainable development. It has 15 offices servicing its members while developing innovative projects and events and is an international not-for-profit association and network perceived as the international representative of cities for sustainability. The European Secretariat is based in Freiburg, Germany.

The European Secretariat of ICLEI - Local Governments for Sustainability seeks to fill the position of Assistant within its Sustainable Economy and Procurement team.

**Description of team and its work:**

ICLEI Sustainable Economy and Procurement team has been working on the topic of sustainable, strategic and innovation procurement for 22 years. In more recent years the team are also working on the topic of financing and sustainable local economies. The team support public authorities in implementation activities, spreading awareness of the concepts, developing new approaches, capacity building and encouraging policy developments at the European and international level.

**Tasks and responsibilities:**

- Support the team in implementing European initiatives and projects related to the topics of sustainable procurement, financing sustainable urban development and developing sustainable local economies.
- Support the team in delivering services relating to sustainable procurement to key clients, such as the European Commission, for example the development of case studies, the administration of networks or the organisation of training activities.
- Assist with the communication activities of the Sustainable Economy and Procurement team, including the Sustainable Procurement Platform ([www.sustainable-procurement.org](http://www.sustainable-procurement.org)), the Procurement of Innovation Platform ([www.innovation-procurement.org](http://www.innovation-procurement.org)), the Procura+ Update, and other related activities.
- Undertake research, develop case studies and disseminate information to public sector procurers.
- Organise events (e.g. seminars, meetings and workshops).
- Edit webpages and write newsletters.
- Research funding opportunities and assist in writing project proposals.
- Provide general office support, filing, minute writing and other general administration work.

**Skills and qualifications:**

Candidates are required to have the following experience and qualifications. If this is not the case your application will not be reviewed further:

- A degree in a relevant subject such as public procurement, environmental sciences, international development, economics or other appropriate qualification.
- At least 6 months experience of working in a relevant field and position

- Ability to demonstrate an understanding of sustainable procurement and its application in public sector.
- Good research skills in order to identify good practice and adapt for use in public sector settings.
- Good verbal and written communication skills.
- Ability and willingness to work independently and as part of a team.
- Ability to manage time, prioritise tasks and produce good quality work within tight time constraints.
- A very good command of English (reading, writing and speaking).
- Confident user of all Microsoft Office applications.

The following skills and experiences are desirable:

- Good understanding of the fields of sustainable local economy, and/or sustainable mobility
- Additional European language(s), especially French and German.
- Experience in working in the field of sustainable procurement.
- Experience in web editing through a website content management system and ability to use desktop publishing and/or graphics software (e.g. InDesign).

#### **Conditions:**

- Limited 2 year contract, duration from 1 October 2018 until 30 September 2020
- Corridor contract 80-100% with a gross salary according to Project Assistant in ICLEI's salary grid (indicative: EUR 33.600 to 36.000 per annum for 100%)
- Place of work: ICLEI European Secretariat, Freiburg, Germany
- Working hours: 40 h/week, six weeks of paid leave per annum
- Working language: English
- Readiness for frequent travel
- Applicants must – due to legal reasons – hold EU citizenship or valid EU residence permit and a valid German work permit. Applications not meeting these conditions can unfortunately not be considered.

#### **Deadline for application: 22 July 2018**

Be aware that applications are reviewed continuously upon arrival; therefore early applications are advisable.

**Please apply in writing, including a CV and letter of motivation to:**

[jobs.europe@iclei.org](mailto:jobs.europe@iclei.org)

For more information about ICLEI visit:

[www.iclei-europe.org](http://www.iclei-europe.org)

#### **ICLEI Europe's Equal Opportunity and Employment Policy**

ICLEI Europe's hiring policy is geared to ensure that the organisation hires employees without regard to their race, colour, religion, national origin, citizenship, age, sex, 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 qualifications and competencies.