

Officer - Sustainable Economy and Procurement

Start date: March 2019

Duration: 2 years with a view to extending

Deadline for application: 19 January 2019

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 Officer 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:

- Develop ICLEI's knowledge and work on financing sustainable urban development and infrastructure.
- Support the identification and development of European projects related to financing sustainable urban development and infrastructure.
- Support the development and delivery of European projects related to sustainable and innovation procurement.
- Take responsibility for tasks within one or several projects, for example supporting public authorities to find innovative solutions to their requirements by developing and implementing an innovation procurement brokerage scheme. Organising a working group of public authorities, wishing to collaborate on procurement activities within a given sector (e.g. vehicles, construction, IT products).
- Understand and articulate the needs and expectations of projects and proposals from an ICLEI member point of view, including monitoring and evaluating the latest financial instruments, programmes and support schemes available for sustainable urban development and infrastructure.
- Write reports and guidance, undertake research, develop case studies and disseminate information to improve knowledge and skills on sustainable and innovation procurement, and financing sustainable urban development and infrastructure.
- Develop and maintain partnerships and joint working with a variety of organisations including international financing institutions, investors, and businesses.
- Organise events (e.g. meetings, workshops, training seminars and conferences).
- Research funding opportunities and write project proposals.
- Represent the Sustainable Economy and Procurement team at events and undertake presentations as necessary.

Skills and qualifications:

Essential:

- A degree in a relevant subject such as economics, finance, international development, or other appropriate qualification.
- A minimum of 2 years relevant work experience.
- Knowledge of European funding programmes, financial instruments and financing models (including PPPs), and their application to achieve sustainable urban and infrastructure development.
- Ability to demonstrate an understanding of sustainable and/or innovation procurement and its application in the public sector.
- Excellent task management skills.
- Good research skills in order to identify good practice and adapt for use in public sector settings.
- Ability to be well organised, prioritise tasks and produce good quality work within tight time constraints.
- Confident user of all Microsoft Office applications.
- A very good command of English (reading, writing and speaking). Additional European language(s) an asset.
- Excellent verbal and written communication skills, e.g. drafting reports and delivering presentations to audiences at a variety of levels.
- Ability to liaise with a wide range of external organisations.

Desirable:

- Experience of working within a public administration
- Experience or knowledge of using public procurement as an instrument to accelerate the market introduction and wide application of innovative and sustainable technologies.
- Knowledge of innovative approaches to financing such as crowd-funding, cooperative financing and public-private partnership funding.
- Up-to-date knowledge of related procurement legislation including EU regulations for public procurement.
- Experience of working on European projects.

Conditions:

- Limited 2 year contract, duration from 1 March 2019 until 28 February 2021
- Corridor contract 80-100% with a gross salary according to Project Officer in ICLEI's salary grid (indicative: EUR 44.400 to 49.200 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.

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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

For more information about ICLEI visit:
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.