

## **Officer Governance & Social Innovation**

**Start date: 01 June 2019**

**Duration: 24 months (extension intended)**

**Deadline for application: 15 May 2019**

ICLEI - Local Governments for Sustainability is the leading global network of over 1,500 cities, towns and regions committed to building a sustainable future. By moving the ICLEI Network towards low-emission, nature-based, circular, resilient, equitable and people-centred development, we impact over 25% of the global urban population. ICLEI 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 ICLEI European Secretariat seeks to fill the position of an Officer with native German language skills applying her/his knowledge on sustainable urban development at the service of the Governance & Social Innovation team. The Governance & Social Innovation team develops, coordinates and implements projects and services focused on societal, cultural and governance aspects of sustainable development in European cities. Its team members support local governments in developing innovative, integrated and participatory management and planning systems. The position is based on projects and services, and will be supervised by the responsible Deputy Regional Director.

Innovative management and governance approaches enhance integrated and integrative policy-making, and accountability vis-a-vis local, national and international targets such as the UN SDGs. The position will have a focus on projects and consultancy services that connect local government departments, politicians and civil society; develop, test and promote innovative solutions for the transformation towards sustainable cities; and support cities in introducing integrated management and governance systems.

### **Tasks and responsibilities:**

- Conceptualisation and implementation of project tasks and deliverables together with external partners, cities and funders
- Delivery of consultancy services for local governments, with a focus on German cities
- Desk research and drafting of reports on issues related to integrated sustainability management, innovative local governance and community involvement, and social innovation on the local level
- Conceptualisation and writing of guidance materials, case studies and news articles on innovative measures in the areas mentioned above
- Facilitation of exchange, evaluation, peer-learning and capacity-building among European cities
- Organisation, programme development and facilitation of project-related meetings and other events convening stakeholders from a wide range of organisations
- Dissemination of information on projects: Website content management and maintenance, newsletters, presentations, articles
- Project management support including general administrative tasks, communication with project partners, monitoring of implementation and external reporting to the project coordinators and funding agencies
- Input to the acquisition of future projects and writing of project proposals
- Representation of ICLEI at events and presentations.

### **Skills and qualifications:**

- Education: Academic degree in urban planning, public or business administration, urban geography, economic studies, or related field; Sound understanding of local government, urban management, participatory governance, and social innovation.
- Professional experience: At least 3 years of work experience in European projects and consultancy services, ideally in the field of sustainability / governance, preferably in a non-profit environment / in organisations working with/for cities; Excellent skills in project management, organisation and communication.
- Languages: Excellent German (mother tongue level) and very good command of English (reading, writing and speaking), additional European language(s) an asset.
- Personality: Active, dynamic and entrepreneurial approach to work including creativity and interest in project and service development. Precision and ability to be self-organised within an international team.
- Communication: Excellent communication and interpersonal skills (orally and in writing). Excellent representation skills. Confidence in communicating with partners from different backgrounds and cultures.
- Computer skills: Confident user of all Microsoft Office applications, e-mail, www research. Experience in web editing, desk top publishing and/or graphics software will be an advantage.

### **Conditions:**

- Initially limited contract, duration from June 2019 until May 2021. Extension of the contract after May 2021 is intended.
- Corridor contract 80-100% with a gross salary according to Officer position in ICLEI's salary grid (indicative: EUR €44.000 - €50.000 per annum for 100%). Foreseen to start at 100% of full-time position.
- 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: 15 May 2019**

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

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

Be aware that applications are reviewed continuously upon arrival; therefore application as soon as possible is advisable.

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.