

Assistant: Governance & Social Innovation

ICLEI European Secretariat Freiburg

Start date: 15 May 2019

End date: 31 December 2020

Location: Freiburg, Germany

Deadline for application: 15 April 2019

Do you want to contribute to making our cities better places to live?

ICLEI – Local Governments for Sustainability is the leading global network of cities committed to building a sustainable future. With our 1500 members and 15 offices worldwide, ICLEI impacts over 1/4 of the global urban population. We have recently celebrated our 25th anniversary and are proud to cover an ever-growing range of topics relevant to cities worldwide.

ICLEI's European Secretariat is based in Freiburg (Germany), with specialized offices in Brussels and Berlin. Working with us, you will have an **opportunity** to:

- Deepen your understanding of how cities design and implement sustainability policies, what kind of challenges they face and how best to support them;
- Work alongside leading urban researchers and practitioners on international projects, addressing current hot topics;
- Contribute to national and international processes shaping urban policies;
- Be part of an internationally recognised organisation that inspires, supports and critically evaluates new trends in sustainable urban development;
- Enjoy flat hierarchies, space for personal development and fair working conditions.

We are looking for a person that meets the following **criteria**:

- Interested in sustainable urban development, ideally with a focus on issues like social innovation, public participation, social inclusion and urban transitions;
- Experienced in working in a project-based environment, ideally with international projects for and with local governments;
- Good communicator in person and in writing, confident in interacting with partners ranging from grassroots organisations to ministries;
- Proficient in English and at least one more European language, spoken and written; more languages are an asset;
- Reliable, curious, able to work independently and keep calm in a fast-paced, international environment.

Your job description will include the following **main tasks**:

- Support in designing and implementing collaborative projects related to sustainable urban development (e.g. EU-funded);
- Support in the organization of events, ranging from hands-on trainings to international project meetings and conferences;
- Researching and drafting publications addressed to urban practitioners, including reports, case studies or news articles;
- Support in project management, including communication with project partners and funders, reporting and general administrative tasks.

We offer a limited contract until the end of 2020 with the potential for extension, with a gross salary according to Assistant position in ICLEI's salary grid (indicative: EUR 36.000 – 38.400 per annum), 40h working week with 6 weeks paid leave per annum. Working language is English, frequent travel within Europe foreseen.

Please note that 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 April 2019

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

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.