

**Officer: Sustainable and Innovation Procurement**

**Start date: 01 April 2018**

**Duration: 2 years with a view to extending**

**Deadline for application: 04 March 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 Officer within its Sustainable Economy and Procurement team.

**Description of team and its work:**

ICLEI's Sustainable Economy and Procurement team has been working on the topic of sustainable, strategic and innovation procurement for 22 years. ICLEI facilitates networking, knowledge sharing, collaboration and best practice exchange on sustainable, strategic, circular and innovation procurement. The main focus of this position will address the topics of innovation and sustainable procurement through EU-funded projects.

**Tasks and responsibilities:**

- Support the team in implementing European projects which provide information, advice, networking opportunities, and tools to public authorities wanting to implement sustainable and innovation procurement practices.
- Write reports and guidance, undertake research and develop case studies to improve knowledge and skills on topics such as sustainable and innovation procurement.
- Further develop ICLEI's knowledge, concepts and approaches on topics such as the circular economy, innovative and sustainable infrastructure financing, and local sustainable economies.
- Work with ICLEI colleagues and other interested stakeholders to create opportunities to facilitate and broker collaboration on the topics of sustainable and innovation procurement.
- Developing/maintaining websites (e.g. [www.sustainable-procurement.org](http://www.sustainable-procurement.org) and [www.innovation-procurement.org](http://www.innovation-procurement.org)), compiling newsletters and development of promotional material.
- Developing and moderating the Procurement Forum (<https://procurement-forum.eu>).
- Support the organisation of 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 environmental sciences, international development, public procurement, economics or other appropriate qualification.
- A minimum of 2 years relevant work experience.

- Experience in the application of sustainable and innovation procurement.
- Knowledge in one or more of the following topics: circular economy, innovative and sustainable infrastructure financing and local sustainable economies.
- Ability to be well organised, prioritise tasks and produce good quality work within tight time constraints.
- 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.
- Confident user of all Microsoft Office applications.

Desirable:

- Experience of working on European projects.
- Experience in one or more of the following topics: circular economy, innovative and sustainable infrastructure financing and local sustainable economies.
- Knowledge of financing instruments, for example such as European Structural and Investment Funds, cooperative financing and public-private partnership funding.
- Knowledge of related procurement legislation including EU regulations for public procurement.

#### **Conditions:**

- Limited contract, duration from April 2018 until March 2020.
- Gross salary according to Officer position in ICLEI's salary grid (indicative: EUR 41.400 € - 43.200 € per annum)
- 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: 04 March 2018**

**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.