

Sustainable Construction Officer - Sustainable Economy and Procurement

Start date: May / June 2019

Duration: 2 years with a view to extending

Location: Freiburg, Germany

Deadline for application: 25 March 2019

This is an opportunity to join ICLEI – Local Governments for Sustainability a leading global network of 1,500 cities, towns and regions committed to building a sustainable future. Through our collective efforts, we impact more than 25 percent of the global urban population. ICLEI Europe, based in Freiburg, Germany provides its members with a voice on the European and international stage, a platform to connect with peers, and tools to drive positive environmental, economic and social change. We are a growing organisation that offers exciting opportunities, with a competitive salary, staff appreciation days and recognises the effort and achievement of all its employees.

The European Secretariat of ICLEI seeks to fill the position of Sustainable Construction Officer within its Sustainable Economy and Procurement team.

ICLEI's Sustainable Economy and Procurement team has been working on the topic of sustainable, strategic and innovation procurement for 22 years. In more recent years our work has expanded to cover the topics of sustainable/circular local economies and financing. The team supports 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. We are looking for an expert in the field of sustainable/circular construction to complement the existing expertise within the team.

Tasks and responsibilities:

- Develop ICLEI's knowledge and work on sustainable construction, in particular in relation to circular economy.
- Support the identification and development of European projects related to sustainable construction and circular economy.
- 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 providing guidance on applying circularity principles to construction projects, or organising a working group of public authorities, wishing to collaborate on procurement activities within a given sector (e.g. vehicles, construction, IT products).
- 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 at the European level.
- 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 engineering, architecture, environmental management or other appropriate qualification.
- A minimum of 2 years relevant work experience.
- Knowledge of the field of sustainable construction, including an understanding of the construction project cycle, procurement procedures, and principles of sustainability and circularity
- 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.
- 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.
- Be a strong team player and enjoy working in a dynamic environment where the ability to respond swiftly to changing organisational and team needs is required.
- Confident user of all Microsoft Office applications.

Desirable:

- Experience of working within a public administration.
- Experience of applying sustainability/circularity principles within construction projects.
- Up-to-date knowledge of procurement legislation including EU regulations for public procurement.
- Experience of working on European projects.

Conditions:

- Limited 2 year contract, duration from 1 May 2019 until 30 April 2021.
- Corridor contract 80-100% with a gross salary according to Project Officer in ICLEI's salary grid (indicative: EUR 42.000 to 45.000 per annum for 100%).
- Place of work: ICLEI European Secretariat, Freiburg, Germany.
- Workings 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: 25 March 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.