

Officer: Sustainable and Innovation Procurement Officer

Start date: February 2020

Duration: 2 years with a view to extending

Deadline for application: 10 November 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 and Innovation Procurement Officer within its Sustainable Economy and Procurement team.

ICLEI's Sustainable Economy and Procurement team has been at the forefront of the sustainable, circular, strategic and innovation procurement topic globally for 23 years. In more recent years our work has expanded to cover the topics of sustainable/circular local economies and financing. Our work supports public authorities in implementation, raising awareness, developing new approaches, capacity building and encouraging policy developments at the European and international level. We are looking for a person who has experience of procurement in meeting the environmental, social and economic goals of public authorities.

Tasks and responsibilities:

- Develop and implement international and European projects and initiatives that support public authorities wanting to implement sustainable and innovation procurement practices.
- Support the development, promotion and implementation of ICLEI's Procura+ European Sustainable Procurement Network (www.procuraplus.org).
- Support public authorities in developing capabilities to use procurement in meeting environmental, social and economic goals.
- Encourage innovation procurement through city-business collaboration
- Facilitate networking, knowledge sharing, collaboration and best practice exchange
- Undertake research, write guidance and develop case studies that improve knowledge and skills amongst public sector procurers on sustainability and innovation.
- Create collaboration opportunities with external organisations on the topics of sustainable, circular and innovation procurement at a European and international level.
- Design creative workshops and events that encourage people to participate, learn and network.
- Identify funding opportunities and write project proposals.
- Represent ICLEI at events and undertake presentations.

Skills and qualifications:

Essential:

- A degree in a relevant subject such as environmental sciences, international development, public procurement, economics, law, business studies or other appropriate qualification.

- A minimum of 2 years relevant work experience.
- Experience in the application of sustainable, circular or innovation procurement in the public sector.
- Interest and ability to work on a variety of topics linked to sustainable and innovation procurement.
- Ability to be well organised, prioritise tasks and produce good quality work within tight time constraints.
- Ability to work in a team and independently.
- 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.
- Ability to build and maintain relationships with a wide range of external organisations.
- Confident user of all Microsoft Office applications.

Desirable:

- Experience of working on international and European projects.
- Knowledge of procurement legislation including EU regulations for public procurement.

Conditions:

- Limited 2 year contract, duration from 1 February 2020 until 31 January 2022.
- Corridor contract 80-100% with a gross salary according to Project Officer in ICLEI's salary grid (indicative: EUR 48.000 to 51.600 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 international 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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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.