

Job title: Junior Officer 'Urban Resilience and Climate Adaptation'
Team Sustainable Resources, Climate & Resilience

Start date: 1 November 2020

Duration: 24 months with a view to extension

Deadline for application: 31 August 2020

The ICLEI European Secretariat, located in Freiburg, Germany offers the position of a **Junior Officer** in the area of **Urban Resilience and Climate Adaptation**.

ICLEI - Local Governments for Sustainability is a leading global network of more than 1,750 local and regional governments committed to building a sustainable future. Active in 100+ countries, ICLEI influences sustainability policy and drives local action for low emission, nature-based, equitable, resilient and circular development. ICLEI members and expert teams in more than 20 regional and country offices world-wide work together with a wide range of partner institutions to foster innovation for advancing urban sustainability by pioneering new processes, instruments, methods and tools and promoting integrated cyclical management and good governance in all pertinent policy areas to drive positive environmental, economic and social change.

The European Secretariat provides services to ICLEI members and collaborates with other cities and stakeholders in Europe, North Africa, the Middle East and West Asia. Being at the forefront of sustainable urban development and natural resources management at local level, we have built a track record of expertise in topics such as biodiversity and blue-green infrastructure, the integrated management of water, air, waste, and energy, urban mobility, the Circular Economy, climate adaptation and mitigation, disaster risk reduction, green procurement, good governance and social innovation with a view of enhancing the sustainability of cities and regions. Our work supports local governments in developing, piloting, and implementing new approaches to sustainable urban transformation, and contributes to fostering awareness, capacity building, and policy development at European and international levels. We are a growing organisation, offer exciting opportunities, a competitive salary and staff appreciation days, and recognise the effort and achievement of all its employees.

The **Junior Officer** will complement the **Sustainable Resources, Climate and Resilience team** of currently some 20 experts with a great diversity of professional backgrounds. The Junior Officer complements the team in supporting local governments throughout Europe and beyond in implementing innovative instruments and projects to foster sustainable urban development with a particular perspective on sustainable urban development.

He/she will do this both in the framework of larger projects and consultancy services offered by ICLEI. The position will include tasks within several projects as well as cross-cutting programme tasks defined either by the DRD. In coordination with the DRD, tasks can also be delegated to mandated staff. The Assistant will also include further tasks, especially in the area of project and service development and the organisation and implementation of events, supervised by and in close cooperation with the DRD or assigned staff. The position will financially be based on projects and services.

The position will include the collaboration in on-going projects in the domain of urban resilience and climate adaptation as well as cross-cutting programme tasks. These may include specific topics such as eco-system based adaptation, or risk and vulnerability assessment, cost-benefit analyses or business models development as well as cross-cutting topics such as nature-based

solutions. The position will also cover further tasks, especially in the area of project and service development and the organisation and implementation of events, supervised by and in close cooperation with the Deputy Regional Director (DRD) or assigned staff.

The position will financially be based on projects and services.

Tasks and responsibilities:

- Support the Sustainable Resources Climate & Resilience Team for achieving goals related to the topical area.
- General support to the line-manager / DRD and work organisation of the topical portfolio urban resilience and climate adaptation, in close cooperation with line-management including incl. the organisation of internal and external meetings and other events, website maintenance, regular communication duties and contributions to newsletters, reporting, filing etc.
- Responsibility for defined tasks or areas within one or several projects with close oversight of line managers including in research, organisational and communication tasks.
- Responsible implementation of the defined tasks with close oversight of line managers.
- General organisational support for the topical portfolio (workshop organisation, filing, website maintenance, newsletters, general email requests, etc).
- Assistance in organisational tasks within funded projects.
- Communication with city representatives, partners and providers as defined by line managers.
- Assistance to promote and demonstrate the value of urban resilience and climate change adaptation (including ecosystem services/nature-based solutions) through internal and external communication channels.
- Assistance in preparing project proposals and tenders.
- Support in organising events (conferences, workshops, partner meetings, study tours, etc) in the framework of funded projects.
- Support to European advocacy work related to the activities mentioned above.

Skills and qualifications:

Essential:

- Professional experience: Understanding of European institutions; understanding of European policy (e.g. topics such as sustainable urban development, environmental economics, or environmental management, incl. such as urban resilience, climate change adaptation, disaster risk management, ecosystem-based adaptation, blue/green infrastructure, nature-based solutions) as well as on key issues of global and sustainability at city level.
- Experience: At least one year of experience in working in fields related to the above, ideally in combination with local level institutions.
- Education: Academic degree in a relevant field (environmental or sustainability management, environmental engineering & infrastructures, management of climate change, nature-based solutions, architecture, urban planning or urban management, European or international policy etc.).
- Organisational skills: project management incl. organisation of workshops or trainings, high communicative competence (orally and in writing), strong writing, presentation and illustrating skills, team player, pro-active working style, ability to work self-organised within a complex working environment, produce good quality work under time pressure and in a dynamic working environment, confidence in communicating with partners from different backgrounds and cultures.
- Languages: Excellent command of English and at least one further European language (orally, read and in writing).

- Computing: Proficiency in MS Office (Word, Excel, Access, PowerPoint), web-conferencing, and basic skills in InDesign and website content management.

Desirable:

- Advanced knowledge and practical experiences in either of the topical areas mentioned above will be an advantage. Incl. up-to-date knowledge of relevant EU policies and strategies related to urban resilience and climate adaptation, such as EU adaptation strategy, green infrastructure strategy, floods strategy etc.
- Experience working in or with local governments, especially in urban development and planning.
- Particular skills in either event organization – including web-conferencing – and/or visual design.
- Experience in developing and implementing interactive training and capacity development activities (particularly for and with local governments), including graphic visualisation and facilitation.
- Excellent command in at least one further languages including German or French (orally, read and in writing).
- Experience with Illustrator or other graphic design software.

Conditions:

- 24 months (with a view to extension)
- Corridor contract 80-100% of a full time position with a gross salary according to 'Officer (junior) in ICLEI's salary grid (indicative: 34.800 € to 38.400 € 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 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: 31 August 2020

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.