

Job title: Officer 'Natural Resources & Environmental Management'
Team 'Sustainable Resources, Climate & Resilience'

Start date: 1 November 2020 (or earlier)

Duration: Initial contract period 24 months

Deadline for application: 31 August 2020

The ICLEI European Secretariat, located in Freiburg, Germany offers the position of an **Officer 'Natural Resources & Environmental Management'** in the area of **Sustainable Resources, Climate & Resilience**.

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 **Officer** will complement the **Sustainable Resources, Climate and Resilience team** of currently some 20 experts with a great diversity of professional backgrounds.

Initially, the Officer will collaborate in performing a service contract with the European Commission for the implementation of the Green City Accord, a new policy initiative of the Commission to support cities that are committing themselves to ambitious goals, bolder policies and more impactful and integrated actions in the sphere of the environment. By formally joining the Green City Accord, cities will step up their efforts to meet or exceed the requirements of relevant EU legislation in the areas of air, nature & biodiversity, water, noise, waste and the Circular Economy. Cities will thus also contribute to the implementation of the European Green Deal and the Sustainable Development Goals.

Furthermore, the position will include engagement in other on-going projects in the domain of environmental management and local sustainability. These may include specific topics such as quality of air and soil, blue-green urban infrastructure, nature-based solutions or environmental health as well as other cross-cutting topics related to environmental governance and management. 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:

- Responsibility for the conceptual development and implementation of defined tasks, group of tasks, or work-packages in the thematic areas of Sustainable Resources, Climate and Resilience as delegated by line-managers, and initially in the framework of the implementation of the Green City Accord contract and other projects (to be decided).
- Responsibility for defined tasks or processes related to team organisation as delegated by the Deputy Regional Director.
- Responsibility for defined budgetary tasks with close oversight from the Line Manager/ Deputy Regional Director.
- Taking over of representative functions as far as part of the delegated tasks or especially defined by presentations and lectures in project meetings.
- Participation in ICLEI's Strategy and Policy Meetings.
- Contribution to European advocacy work related to the above and beyond.
- Communication with city representatives, partners and providers as defined by line managers.
- Responsibility for the organisation of internal and external meetings and other events.
- Involvement in acquisition activities, in particular participation in the preparation of project proposals and tenders.
- Supervision of Junior staff as delegated by the line managers.

Skills and qualifications:

Essential:

- Education: Academic degree in a relevant field (Environmental Governance, Environmental or Natural Resource Management, Environmental Economics (incl. Green Budgeting), European or International Policy in the spheres of sustainable urban development and the environment, European Environmental Law, Urban Planning).
- Expertise: Solid understanding of European institutions and frameworks relevant for sustainable urban development and environmental management, in particular with regard to air, nature & biodiversity, water, waste, the Circular Economy, noise and/or environmental health. General understanding of key sustainability/urban policies at global level, in particular with regard to the Sustainable Development Goals.
- Experience: Three years of work experience in fields related to the above.
- Proven Skills: Project management, independent implementation of tasks and representative functions, organisation of workshops and other physical or online events, excellent communication skills (orally and in writing), presentation and illustration skills; analytical skills.
- Further competencies: Team player, pro-active working style, ability to work in a self-organised manner within a complex working environment, confidence in communicating with partners from different backgrounds and cultures.
- Languages: Excellent command of English and of at least one further European language – preferably French (orally, in reading and in writing).
- Computing: Proficiency in MS Office (Word, Excel, Access, PowerPoint), web-conferencing, and basic skills in InDesign and website content management.

Desirable:

- Work experience in European Commission institution/s.
- Experience in working with local governments, especially in fields related to the environment.
- Experience in organisation of stakeholder events.
- Experiences in developing and implementing campaigns.
- Experience in advocacy and policy processes, if possible in European context.

Conditions:

- Limited contract, duration 24 months, extension envisaged.
- Full time position with a gross salary according to ICLEI's salary grid (indicative: 45.600 € to 46.200 € 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: 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.