



## Junior Officer - Sustainable and Innovation Procurement

**Start date: 1 May 2021**

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

**Location: Freiburg, Germany**

**Deadline for application: 28 March 2021**

### ICLEI European Secretariat

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🌐 [www.iclei-europe.org](http://www.iclei-europe.org)

🐦 [twitter.com/ICLEI\\_Europe](https://twitter.com/ICLEI_Europe)

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:

- Support the team in implementing European projects and initiatives, which provide information, advice, networking opportunities, and tools to public authorities wanting to implement sustainable and innovation procurement practices;
- Support the writing of reports and guidance on sustainable and innovation procurement;
- Undertake research and develop case studies to improve knowledge and skills on sustainable and innovation procurement;
- Facilitate networking, knowledge sharing, and replication of good practice;
- Support the development of ICLEI's knowledge, concepts and approaches on topics such as innovation and sustainable procurement and sustainable infrastructure financing;
- Work with ICLEI colleagues and other interested stakeholders to create opportunities to encourage city-business collaboration;
- Support the design of 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:

- A degree in a relevant subject such as environmental sciences, international development, public procurement, economics, law, 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;
- 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 European projects;
- Knowledge of procurement legislation including EU regulations for public procurement.

### Conditions:

- Limited 2 year contract;
- Corridor contract 80-100% with a gross salary according to Junior Officer in ICLEI's salary grid (indicative: EUR 37.800 to 40.200 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.

### Deadline for application: 28 March 2021

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.

