



## Officer: Sustainable Energy Planning and Carbon Reporting

**Start date: 1 June 2021 (or earlier)**

**Duration: 24 Months (extension intended)**

**Location: Freiburg, Germany**

**Deadline for application: 3 May 2021**

### ICLEI European Secretariat

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The European Secretariat of ICLEI—Local Governments for Sustainability offers an opportunity to join the leading global network of more than 1,750 local and regional governments committed to building a sustainable future. Active in 100+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development and promote integrated and cyclical management and governance of all sustainability related policy areas. 14 offices serve our members. The European Secretariat is based in Freiburg, Germany.

ICLEI member cities make sustainability an integral part of urban development and create systemic change in urban areas through practical, integrated solutions and drive innovation by pioneering the development and application of new processes, instruments, methods and tools for local sustainability.

As a growing organisation we offer exciting opportunities, with a competitive salary, staff appreciation days and recognises the effort and achievement of all its employees.

The position of an **Officer, Sustainable Energy Planning and Carbon Reporting** has a background in environmental engineering, climate change and carbon reporting and supports local governments throughout Europe in planning and implementing their energy transformation as part of an integrated urban and regional development. A particular emphasis will be on integrated sustainable energy strategies and action planning, carbon monitoring and reporting, innovative climate solutions and services related to climate neutrality and resilience, integrated energy systems and infrastructures, energy efficiency, renewable energy as well as the nexus solutions with air quality and waste. Interfaces exist to the UNFCCC Paris Agreement, the EU Green Deal and the EU Energy Transition.

The Officer will be a staff member of ICLEI Europe's team on Sustainable Resources, Climate & Resilience. He/She will be supervised by the responsible Coordinator and the Deputy Regional Director.

### Tasks and responsibilities:

- Conceptualisation and implementation of project tasks and deliverables together with external partners, cities and funders;
- Analysis of the energy and environmental footprint as well as social co-benefits of energy infrastructure and the identification as well as formulation of recommendations for sustainable energy policies for the European and local government levels, including but not limited to coal and carbon-intensive regions in transition;
- Further development, promotion and application of ICLEI tools supporting local climate energy and climate action planning, energy and respective data management (incl. at different scales and sectors), GHG/carbon inventories and energy modelling, pollution and air quality;



- Further development, promotion and implementation of tools (such as THERMOS, Hotmaps etc.) supporting sustainable urban and regional development, management and planning with a view to local climate change action (mitigation and adaptation), energy and other resources (at different scales and sectors);
- Work-planning and process ownership in assigned projects and services including communication with partners and funders;
- Project management support including general administrative tasks, communication with project partners, monitoring of implementation and external reporting to the project coordinators and funding agencies;
- Organisation, programme development and facilitation of project-related meetings and other events convening stakeholders from a wide range of organisations; in particular the coal transition;
- Facilitation of exchange, evaluation, peer-learning and capacity-building among cities and regions;
- Development and implementation of training curricula and materials:
- Development and implementation of ICLEI services and products in the field of local climate change, energy strategies and management, Renewable Energy Sources including GHG/carbon inventories and energy consumption modelling;
- Development of guidelines and handbooks related to natural resource management and in particular on local climate change (climate neutrality and resilience), energy strategies and management and digitally supported ('smart') cities;
- Input to the acquisition of future projects and writing of project proposals;
- Representation of ICLEI at events and presentations.

### **Skills and qualifications:**

- Education: Academic degree environmental or energy engineering, environmental or sustainability management, climate change management or related field; sound understanding of local government, urban management and urban planning;
- Professional experience: Advanced understanding of and practical experience with either of climate change mitigation, sustainable energy, carbon monitoring and reporting, renewable energies and smart, integrated urban infrastructure; at least three years of work experience in European projects and consultancy services, ideally in energy engineering and management. Experience in assessing, monitoring and reporting on Sustainable Energy and Climate Action Plans. Experience in local climate change and sustainable energy processes, as well as urban and regional development planning processes. Experience related to the use of EU funding instruments (Structural Funds, ELENA, etc.). Experiences in advocacy and policy processes, if possible in European or international contexts. Excellent skills in project management, organisation and communication. Experience in developing and implementing training and capacity development activities (particularly for and with local governments);
- Languages: Excellent command of English (orally, read and in writing) plus at least one further European or international language, including French, Polish, Hungarian, Arabic (orally, read and in writing);
- Personality: Active, dynamic and entrepreneurial approach to work including creativity and interest in project and service development. Precision and ability to be self-organised within an international team;
- Communication: Excellent communication and interpersonal skills (orally and in writing). Excellent representation skills. Confidence in communicating with partners from different backgrounds and cultures. Solid experience in facilitating meetings, including particularly online meetings;
- Computing: Practical experience with monitoring software (particularly related to climate and energy), Confident user of online meeting software and tools, all Microsoft Office applications, e-mail, www research.

### Conditions:

- Initially limited contract, duration from June 2021 until May 2023. Extension of the contract after June 2023 is intended;
- Corridor contract 80-100% with a gross salary according to Officer position in ICLEI's salary grid (indicative: EUR € 45.000 - € 47.400 per annum for 100%). Foreseen to start at 100% of full-time position;
- 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: 3 May 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.

