



Officer: Sustainable Energy and Infrastructure Solutions

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 and Infrastructure Solutions’** has a background in urban infrastructures and energy engineering and supports local governments throughout Europe in assessing, facilitating and implementing innovative projects related to integrated urban and regional development and built infrastructures. A particular emphasis will be on energy systems, energy efficiency and renewable energy, and innovative energy solutions and services in the urban build environment and infrastructures as well as the nexus solutions with air quality and waste. More specifically, on electricity and thermal networks as well as the transformation and ‘interoperability’ of infrastructure systems (incl. technological and green infrastructures). 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 and targeted advice on integrated energy and infrastructure solutions (incl. sector coupling) to implement climate neutrality and just transition aspirations in correspondence with regional, urban and district planning;
- Analysis and application of knowledge of infrastructure related methodologies and project development and their standards, business models, financing schemes and stakeholder partnerships;
- Further development, promotion and application of ICLEI tools supporting integrated sustainable energy and infrastructure solutions;



- Development of guidelines and handbooks for the transferability and exploitation of infrastructure solutions related to energy efficiency and renewable energy, business and partnership models and standardization frameworks;
- 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;
- 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 electric, energy, infrastructure engineering, or a related field; sound understanding of local government, urban management and urban infrastructures;
- Professional experience: Advanced understanding of and practical experience with the planning, implementation and transformation of energy infrastructure (including climate mitigation and adaptation, energy efficiency and renewable energy technologies, sector coupling, repurposing, smart grids etc.), and digital infrastructure and data management related to infrastructure and built environment. Solid knowledge and understanding of related EU policy, infrastructure financing and standardization with the purpose of comparability, replicability and scalability;
- Experience related to the use of EU funding instruments (Structural Funds, ELENA, etc.). At least three years of work experience in European projects and consultancy services. 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, preferably French or Eastern European language (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: 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

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.

