

Job title: Officer - Sustainable Mobility

Start date: 01 September 2021

Duration: 12 months (extension intended)

Deadline for application: 30 June 2021

ICLEI - Local Governments for Sustainability is the leading global network of over 1,500 cities, towns and regions committed to building a sustainable future. By helping the ICLEI Network to become sustainable, low-carbon, ecomobile, resilient, biodiverse, resource-efficient, healthy and happy, with a green economy and smart infrastructure, we impact over 25% of the global urban population. ICLEI has 15 offices servicing its members while developing innovative projects and events and is an international not-for-profit association and network perceived as the international representative of cities for sustainability. The European Secretariat is based in Freiburg, Germany.

The ICLEI European Secretariat seeks to fill the position of an Officer applying her/his knowledge on sustainable mobility at the service of the Governance & Social Innovation team. The Governance & Social Innovation team develops, coordinates and implements projects and services focused on societal, cultural and governance aspects of sustainable development in European cities. Its team members support local governments in developing innovative and integrated urban policies and systems.

Planning and provision of sustainable mobility solutions has become one of the backbones of successfully moving urban development towards sustainability. The position will have a focus on projects that develop, test and promote innovative, sustainable mobility solutions and support cities in introducing integrated transport and mobility plans and systems. The position is based on projects and services, and will be supervised by the responsible Deputy Regional Director.

Tasks and responsibilities:

- Development and implementation of project tasks and deliverables together with external partners, cities and funders
- Create and deliver high quality project documentation and ensure high quality standards of project outcomes
- Delivery of consultancy services for local governments in the topic of sustainable mobility
- Desk research and drafting of reports on issues related to sustainable urban mobility
- Development of guidance materials, case studies and news articles on innovative measures
- Facilitation of exchange, evaluation, peer-learning and capacity-building among European cities concerned with sustainable mobility
- Organisation, programme development and facilitation of project-related meetings and other events convening stakeholders from a wide range of organisations
- Maintain effective partnerships and joint working with a variety of organisations (good connections within the mobility community is highly appreciated)
- Dissemination of information on projects: website content management and maintenance, newsletters, presentations, articles, design and development of promotional material
- Project management support including general administrative tasks, communication with project partners, monitoring of implementation and external reporting to the project coordinators and funding agencies
- Input to the acquisition of future projects and writing of project proposals
- Representation of ICLEI at events and presentations as necessary.

Skills and qualifications:

- Education: Academic degree in urban/transport planning, sustainable management with a focus on transport and mobility, urban geography, or related field;
- Sound understanding of sustainable mobility, urban governance, and social innovation
- Professional experience: At least two years of work experience in European projects and consultancy services in the field of sustainable mobility, preferably in a non-profit environment / in organisations working with/for cities; Excellent skills in project management, organisation and communication
- Languages: Very good command of English (reading, writing and speaking), additional European language(s) an asset.
- 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
- Computer skills: Confident user of all Microsoft Office applications, e-mail, www research. Experience in web editing, desk top publishing and/or graphics software will be an advantage.

Conditions:

- Limited contract, duration from 01 September 2021 until 31 August 2022. Extension of the contract after September 2022 is intended
- Corridor contract 80-100% with a gross salary according to Officer position in ICLEI's salary grid (indicative: EUR €42.000 - €44.400 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: 30 June 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.