



## Officer: Climate Neutral Cities

**Start date: mid-September 2021 (or asap)**

**Duration: 4 Years (extension intended)**

**Deadline for application: 16 July 2021**

ICLEI – Local Governments for Sustainability is a network of over 2,500 local governments in 125+ countries that are dedicated to sustainable development. ICLEI has 24 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.

ICLEI's member cities drive innovation by pioneering the development and application of new processes, instruments, methods and tools for local sustainability. ICLEI promotes integrated and cyclical management and governance of all sustainability-related policy areas.

The **Officer, Climate Neutral Cities** will provide topical expertise and support for ICLEI on an ambitious European project that aims to accelerate cities' pathways to climate neutrality by 2030. The project will develop a "one-stop shop" to provide cities with resources to co-create and implement a "climate-neutral city contract" and a 2030 action plan. It will also help finance large-scale interventions in selected pilot cities that apply systemic innovation principles to overcome the transversal barriers that have kept cities from making step-change progress. The project addresses a broad spectrum of climate-neutrality topics and issues, including building, energy, and transport decarbonisation, monitoring and reporting, citizen engagement, social innovation, participatory planning and policy making, multi-level governance, finance, and sustainable urban development.

As such, the successful candidate for the **Officer, Climate Neutral Cities** will have a commensurate level of ambition, experience, and enthusiasm for collaboratively helping cities work through lateral and vertical systemic transformation processes to achieve climate neutrality by 2030. They will apply their background in sustainable urban and regional planning, environmental governance, climate action planning / policy making / monitoring and evaluation, environmental or sustainability management, or a compelling combination of relevant experience; and have excellent communication, process engagement, and facilitation skills to support a complex, highly-visible European project for four years. Interfaces exist to the EU Green Deal, the "100 Climate-Neutral Cities by 2030 - by and for the Citizens" Mission (pending), and other climate-related initiatives at all governance levels. Complementary projects, initiatives, and consulting work is foreseen to evolve from this work; **the Officer, Climate Neutral Cities** is expected to support these initiatives and acquisition efforts.

The **Officer, Climate Neutral Cities** will work principally on a funded four-year project. S/he will work under the guidance of the Senior Officer, Climate Neutral Cities, and the responsible Coordinator and Deputy Regional Director.

### ICLEI European Secretariat

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## Tasks and responsibilities:

- Support and contribute Work Package processes, tasks and deliverables, including their conceptualisation and implementation together with internal and external partners, cities and the European Commission;
- Support the design and co-creation processes with stakeholders from a wide range of organisations, including senior executives and political representatives at all governance levels;
- Support workflow planning and process ownership in assigned tasks, including communication with partners and funders;
- Support the exchange, evaluation, peer-learning and capacity-development for various stakeholder panels (city and Member State representatives, practitioners and policymakers) and city cohort clusters;
- Primary and secondary research including desk research, mapping, interviews, focus groups, and outreach with participating cities, the European Commission and Member States;
- Contribute to/develop guidelines, training curricula and support materials for the climate-neutral city contracting process;
- Participate in project meetings and project-related events;
- Support project management including general administrative tasks, capacity and workflow planning, communication with project partners, implementation monitoring and external reporting to the project coordinators and funding agencies;
- Support acquisition efforts for complementary projects and networking activities;
- Represent ICLEI at events and presentations.

## Skills and qualifications:

- Education: Academic degree in urban and regional planning, environmental governance or engineering, climate action planning / policy making / monitoring and evaluation, environmental or sustainability management, public administration, or other relevant education/training, plus a sound understanding of local government, urban management and urban planning processes;
- Professional experience: (please list in indented bullet points) Strong understanding of and practical experience with local climate action policy and governance processes, sustainability management, sustainable urban and regional development planning, climate change mitigation, carbon monitoring and reporting, and/or environmental governance; at least 3 years of experience with climate-related projects and consultancy services; Experience with advocacy and European policy processes; Familiarity with assessing, monitoring and reporting on Sustainable Energy and Climate Action Plans (SECAPs) a plus; Experience with citizen engagement and social innovation approaches related to climate action a plus; Experience working directly with local administrations a plus;
- Languages: Excellent command of English (spoken and written), plus at least one other European or international language (spoken and written);
- Personality: Proactive, flexible and entrepreneurial approach to work with an orientation to collaborative problem-solving and driving innovation. Precision and ability to be self-organised within an international team;
- Communication: Excellent communication and interpersonal skills (spoken and written). Excellent representation skills. Confidence in communicating with partners from different backgrounds and cultures. Strong writing skills. Demonstrable experience facilitating meetings, including online meetings, workshops, and other events;
- Computing: Confident user of online meeting software and tools, all Microsoft Office applications, e-mail, desk research. Practical experience with monitoring software (particularly related to climate and energy) a plus.

### Conditions:

- Initially limited contract, duration from September 2021 until September 2025 (4 years). Extension of the contract after August 2025 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 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: 16 July 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.

