



Officer: Urban Resilience and Climate Adaptation

Start date: Mid-September 2021

Duration: 2 Years (extension intended)

Deadline for application: 15 July 2021

The European Secretariat of ICLEI– Local Governments for Sustainability, based in Freiburg/ Germany, offers an opportunity to join the leading global network of more than 2,500 local and regional governments committed to building a sustainable future. Active in 125+ 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. 24 offices serve our members, globally.

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. ICLEI promotes integrated and cyclical management and governance of all sustainability-related policy areas.

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 **Officer, Urban Resilience & Climate Adaptation** has a background in urban and regional sustainability management and planning, disaster risk management, (climate) resilience planning adaptation and/or environmental engineering. He/she will support local governments throughout Europe in planning and implementing their sustainable transformation as part of an integrated and resilient urban and regional development. Both in R&I projects and service contracts, he/she will help developing innovative resilience solutions and related services to support local governments in implementing ambitious resilience policies with a particular consideration of infrastructures. Interfaces exist to the EU Green Deal, the EU Adaptation Strategy for 2030, the EU Climate Law, the EU Recovery and Resilience Agenda, and the New Leipzig Charter as well as to the UN Sendai Framework, and the UNDRR Making Cities Resilient 2030 Initiative.

The **Officer, Urban Resilience & Climate Adaptation** will work as a member of the ICLEI Sustainable Resources, Climate & Resilience team. With strong experiences in topics such as climate mitigation and sustainable energy, climate adaptation and urban resilience, integrated water management, biodiversity and green infrastructures, the team works at the forefront of sustainable urban development with a view to managing natural resources. He/ she will be located in the ICLEI European Secretariat, Freiburg/Germany and supervised by and report to the resp. line-manager/Deputy Regional Director. Tasks will be implemented also – not solely - in the framework of consultancy services and larger projects.

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Tasks and responsibilities:

- Develop and engage in European and international initiatives and projects that support climate adaptation and urban resilience building at local and regional government level, in close cooperation with line-management;
- Help promote and demonstrate the value of climate change adaptation (including ecosystem services/nature-based solutions) and urban resilience through internal and external communication channels;
- Support, contribute to and take process ownership in defined work package processes, tasks and deliverables within projects and service contracts, including their conceptualisation and implementation together with internal and external partners, cities and the European Commission; plan and coordinate project events (incl. meetings and external workshops);
- 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 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 the design, organisation and facilitation of creative workshops, and stakeholder engagement events that encourage people and stakeholders to participate, learn and network at local and regional level;
- Support primary and secondary research including desk research, mapping, interviews, focus groups, and outreach with cities, the European Commission and Member States;
- Contribute to/develop educational materials (e.g. training curricula, case studies, guidelines and handbooks), disseminate project results; and report to project coordinators and funders;
- Support advocacy work and create collaboration opportunities with external organisations on the topics of climate change adaptation and urban resilience at European and – if applicable – global levels, always in coordination with the line manager(s);
- Support acquisition efforts for complementary projects and networking activities;
- Proactively support the Sustainable Resources Climate & Resilience Team for achieving goals related to the topical area;
- Regularly report to line management (Coordinator/Deputy Regional Director) on work progress and project implementation in light of project goals and timeframe;
- Represent ICLEI at events, prepare and deliver presentations.

Skills and qualifications:

- Education: Academic degree environmental or energy engineering, environmental or sustainability management, climate change management, urban planning 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 adaptation and/or disaster risk reduction processes and resilience management, resilient infrastructure and relevant tools/methodologies;
 - at least three years of work experience in European projects and consultancy services, ideally in climate change adaptation, disaster risk reduction, adaptation/resilience planning or a related field;
 - Experience in local climate change adaptation and urban resilience, including (but not limited to) nature-based solutions, blue and green infrastructure, ecosystem-based adaptation, disaster risk reduction, water management and low-carbon development as well as urban and regional development planning processes;
 - Experience in working in or with local governments, especially in urban development and planning. Experience related to the use of EU funding instruments (Structural Funds, RRF, NCF, etc.);

- Experiences in advocacy and policy processes, if possible in European or international contexts;
- Excellent skills in project management, organization, communication, and conflict resolution;
- 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, preferably German (orally, read and in writing);
- Personality: Active, dynamic and entrepreneurial approach to work including creativity and interest in project and service development. Motivated team player and analytical thinker with pro-active working style, precision and ability to be self-organised, prioritise multiple tasks and produce good quality work under time pressure within an international team and dynamic working environment;
- 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; Ability to build and maintain good relationships with individuals from external organisations and partners;
- Computing: Confident user of online meeting software and tools, all Microsoft Office applications, e-mail, www research. Experience with Adobe InDesign, Illustrator or other graphic design software.

Conditions:

- 24 months (with a view to extension);
- Corridor contract 80-100% with a gross salary according to Officer position in ICLEI's salary grid (indicative: EUR €43.200 - €45.600 per annum for 100%). Foreseen to start at 100% of full-time position;
- 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 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: 15 July 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.

