Junior Officer: Governance & Social Innovation

Start date: 01 October 2021
Duration: 12 months (extension intended)
Location: Freiburg, Germany
Deadline for application: 19 July 2021

Do you want to contribute to making our cities better places to live?

ICLEI – Local Governments for Sustainability is a global network working with more than 2500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development.

ICLEI’s European Secretariat is based in Freiburg (Germany), with specialized offices in Brussels and Berlin, and a staff of more than 100 colleagues from all over Europe, covering a broad variety of professional disciplines.

Working with us, you will have an opportunity to:

• Deepen your understanding of how cities design and implement sustainability policies, what kind of challenges they face and how best to support them;
• Work alongside leading urban researchers and practitioners on international projects, addressing current hot topics;
• Contribute to national and international processes shaping urban policies, such as the UN SDGs, the EU Green Deal, the New European Bauhaus and others;
• Be part of an internationally recognised organisation that inspires, supports and critically evaluates new trends in sustainable urban development;
• Enjoy flat hierarchies, space for personal development and fair, flexible working conditions.

We are looking for a person that meets the following criteria:

• Interested in sustainable urban development, ideally with a focus on issues like social innovation, public participation, social inclusion and urban transitions;
• Experienced in working in a project-based environment, ideally with international projects for and with local governments;
• Good communicator in person and in writing, confident in interacting with partners ranging from grassroots organisations to ministries;
• Proficient in English and at least one more European language, spoken and written; more languages are an asset;
• Reliable, curious, able to work independently and keep calm in a fast-paced, international environment.
Your job description will include the following **main tasks**:

- Support in designing and implementing collaborative projects related to sustainable urban development (e.g. EU-funded);
- Support in the organization of events, ranging from hands-on trainings to international project meetings and conferences;
- Researching and drafting publications addressed to urban practitioners, including reports, case studies or news articles;
- Support in project management, including communication with project partners and funders, reporting and general administrative tasks.

We offer a limited contract until the end of September 2022 with the potential for extension, with a gross salary according to Junior Officer position in ICLEI’s salary grid (indicative: EUR 33,000 – 36,000 per annum). 40h working week with flexible/hybrid work times and 6 weeks paid leave per annum. Working language is English, frequent travel within Europe foreseen.

Please note that 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: 19 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 based on their qualifications and competencies.