



Officer: Sustainable and Innovation Procurement

Start date: 01 November 2021

Duration: 24 months (extension intended)

Location: Freiburg, Germany

Deadline for application: 31 August 2021

ICLEI European Secretariat

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

At the European Secretariat, we have a team of over 100 people from over 20 countries representing different backgrounds, knowledge and experience. ICLEI's European Secretariat, is based in Freiburg, Germany with offices in Brussels, Belgium and Berlin, Germany.

Working with ICLEI is an opportunity to work alongside some of the leading policy-makers, practitioners, politicians, and urban researchers in the field of sustainable urban development. You will have an opportunity to deepen your understanding of the current environmental, economic and societal challenges cities are facing and assist in developing strategies, policies and actions to overcome them. ICLEI has been at the forefront of the sustainable, circular, strategic and innovation procurement topic globally for 25 years. We support implementation, raising awareness, developing new approaches, capacity building and encouraging policy developments at the European and international level. In recent years, our work has expanded to cover the topics of circular economy and sustainable financing.

We offer a friendly work environment, flexible working hours, international travel and training opportunities as well as a supportive approach to development. ICLEI is committed to providing an inclusive and supportive working environment and is a family friendly certified organisation with equal opportunities. We also strive to provide a good work-life balance.

Tasks and responsibilities:

- Develop and implement international and European projects and initiatives that support cities wanting to implement sustainable, innovation and circular procurement practices;
- Undertake research, write guidance and develop case studies that improve knowledge and skills amongst the public sector on sustainable, innovation and circular procurement;
- Support the team in increasing the visibility and creating relevant political and strategic opportunities for the ICLEI European Secretariat in the sustainable, innovation and circular procurement field;
- Support city-business collaboration including market engagement activities;
- At an international and European level facilitate networking, knowledge sharing, collaboration and best practice exchange;
- Design creative workshops and events that encourage people to participate, learn and network;
- Identify funding opportunities and write project proposals;
- Represent ICLEI at events and undertake presentations.



Skills and qualifications:

- A degree in a relevant subject such as environmental sciences, international development, public procurement, economics, law or other appropriate qualification;
- A minimum of 2 years relevant work experience;
- Experience in the application of sustainable and innovation procurement in the public sector;
- Interest and ability to work on a variety of topics linked to sustainable and innovation procurement;
- Ability to be well organised, prioritise tasks and produce good quality work;
- Ability to work in a team and independently;
- A very good command of English (reading, writing and speaking). Additional European language(s) would be an asset;
- Excellent verbal and written communication skills, e.g. drafting reports and delivering presentations;
- Ability to build and maintain relationships with a wide range of external organisations;
- Confident user of all Microsoft Office applications.

Desirable:

- Experience of working on international and European projects;
- Knowledge of procurement legislation including EU regulations for public procurement.

Conditions:

- Limited 2 year contract;
- Corridor contract 80-100% with a gross salary according to Project Officer in ICLEI's salary grid (indicative: EUR 49.200 to 51.600 per annum for 100%);
- 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 frequent international 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: 31 August 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.

