



## **Officer: Circular Economy**

**Start date: November 2021**

**Duration: 2 years with a view to extending**

**Deadline for application: 19 September 2021**

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:**

- Provide practical advice and support to local and regional governments in different European countries, wanting to implement circular economy practices, in some or all of the following areas:
  - the development of Circular Economy Action Plans;
  - the planning and implementation of circular systemic solutions related to specific economic sectors and/or material streams;
  - developing effective citizen and stakeholder engagement mechanisms for circular economy;
  - the elaboration of Circular Economy Investment Plans.
- Develop ICLEI's knowledge in the field of circular economy – on the levers available to local governments to facilitate the circular transition, on the key challenges to implementation, and understanding how ICLEI can best support this process.
- To deepen ICLEI's experience, knowledge and portfolio of activities in relation to one or more material flow/value chain, such as biowaste, textiles or plastics, including effective strategies open to local governments to tackle these areas.

#### **ICLEI European Secretariat**

Leopoldring 3  
D-79098 Freiburg  
Germany

☎ +49-761-36892-0

📠 +49-761-36892-19

✉ [iclei-europe@iclei.org](mailto:iclei-europe@iclei.org)

🌐 [www.iclei-europe.org](http://www.iclei-europe.org)

🐦 [twitter.com/ICLEI\\_Europe](https://twitter.com/ICLEI_Europe)



- Facilitate networking, knowledge sharing, collaboration and best practice exchange between local governments and other actors.
- Carry out a variety of project-specific tasks in the fields of circular economy and sustainable procurement, including, but not limited to:
  - writing briefing documents, guidance, reports and case studies;
  - organising workshops, meetings and events;
  - undertaking research;
  - managing relationships with partner organisations;
  - supporting communications and outreach work.
- Represent ICLEI at events, and help develop strategic relationships with relevant external organisations on the topic of circular economy and sustainable procurement.
- Identify funding opportunities and write project proposals.

### **Skills and qualifications:**

- A degree in a relevant subject such as Environmental Sciences, Natural Sciences, Natural Resource Management, Engineering, Social Sciences, Economics, or any other relevant fields.
- A minimum of 2 years work experience working directly with local and regional governments, relevant to the application of circular economy principles in the public sector.
- A comprehensive understanding of the topic of circular economy, and the relevance and influence of local and regional governments in driving the circular transition.
- Ability to build and maintain relationships with a wide range of external organisations.
- Ability to be well organised, prioritise tasks and produce good quality work within tight time constraints.
- Ability to work in a team and independently.
- A very good command of English (reading, writing and speaking). Additional European language(s) an asset.
- Excellent verbal and written communication skills, e.g. drafting reports and delivering presentations.
- Confident user of all Microsoft Office applications.

### **Desirable:**

- Experience of working on international and European projects.
- Deeper knowledge of one or more specific material flows/value chains.
- Direct experience in providing consultation services to public authorities.

### **Conditions:**

- Limited 2 year contract;
- Corridor contract 80-100% with a gross salary according to Project Officer in ICLEI's salary grid (indicative: EUR 45.600 to 48.000 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 or EU work permit. Applications not meeting these conditions can unfortunately not be considered.





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**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.

