



## Job title: Officer: Governance & Social Innovation

**Start date: 01 March 2022**

**Duration: 24 months (extension intended)**

**Location: Freiburg, Germany**

**Deadline for application: 10 January 2022**

### ICLEI European Secretariat

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### 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**:

- Sound understanding of local government and sustainable urban development, ideally with a focus on issues like integrated management processes, participatory governance, social innovation, and social justice and equity;
- Experience with the above-mentioned topics ideally in the context of civic engagement and participatory processes;
- At least 2 years of professional experience working in a project-based environment, ideally with international projects for and with local governments;
- Good communicator in person, online 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**:

- Designing and implementing collaborative project tasks, services and deliverables related to sustainable urban development;
- Coordinating multiple local stakeholder processes across the EU on a range of topics related to the European Green Deal and other key policy frameworks;
- Organising and facilitating online and on-site events, ranging from hands-on trainings to international project meetings and conferences;
- Researching and drafting publications addressed to urban practitioners and policy-makers, including reports, case studies or news articles;
- Project management, including communication with project partners and funders, reporting and general administrative tasks;
- Contributing to the acquisition of new projects and to writing project proposals.

We offer a limited contract until the end of February 2024 with the potential for extension, with a gross salary according to Officer position in ICLEI's salary grid (indicative: EUR 41.400 – 44.700 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: 10 January 2022**

**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.

