



## Senior Officer, Sustainable Energy Access & International Cooperation

**Start date: 1 February 2022 (or asap)**  
**Duration: 44 months (extension intended)**  
**Deadline for application: 7. January 2022**

ICLEI – Local Governments for Sustainability is a network of over 2,500 local governments in 125+ countries that are dedicated to sustainable development. ICLEI has 24 offices servicing its members while developing innovative projects and events and is an international not-for-profit association and network perceived as the international representative of cities for sustainability. The European Secretariat is based in Freiburg, Germany.

ICLEI's member cities 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.

The **Senior Officer, Sustainable Energy Access & International Cooperation** will support coordination, implement day-to-day project management and lead core work package processes and provide topical expertise for ICLEI on the ambitious EU-funded Research & Innovation project 'SESA' that aims to accelerate the green energy transition and energy access through partnerships with Africa. Building on existing partnerships, the SESA project aims to support leapfrogging sustainable energy solutions while substituting fossil-fuel-based energy. Embracing a cross-sectoral, interdisciplinary and collaborative approach, the target is to mitigate climate change and avoid lock-in situations while improving access to sustainable energy under affordable, reliable conditions. To do so, the project supports solutions that harness the sustainable and promising opportunities already present on the African continent, such as the highest solar radiation in the world. It includes increasing the use of renewable energies and supporting and scaling-up nascent technical and financial innovations in order to steer energy in selected African countries towards more sustainable pathways.

As such, the successful candidate for the **Senior Officer, Sustainable Energy Access & International Cooperation** will have a commensurate level of ambition, experience, and enthusiasm for collaboratively helping the international cooperation of European and African local governments work towards just energy transformation processes. They will apply their background in sustainable urban and regional planning, environmental governance, climate action planning / policy making / monitoring and evaluation, environmental or sustainability management, public administration, or a compelling combination of relevant experience; have proven project leadership experience; and have strong process orchestration and co-creation skills to lead key work packages in a complex, highly-visible European project for four years. Interfaces exist to the EU Green Deal, and just transition and climate-neutrality-related initiatives at all governance levels. Complementary projects, strategic initiatives, and consultancy services are foreseen to evolve from this work; the **Senior Officer, Sustainable Energy Access & International Cooperation** is expected to contribute to these processes and acquisition efforts.

The **Senior Officer, Sustainable Energy Access & International Cooperation** will work principally on a funded four-year project, but future projects and initiatives are foreseen to continue after the project's horizon.

### ICLEI European Secretariat

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## Tasks and responsibilities:

Project management and Day-to-day coordination of the EU-Funded project SESA including:

- Administrative tasks such as monitoring of the progress of activities, management of communication with consortium, overview of dissemination, reporting and impact assessment in relation to the foreseen KPIs, coordination with financial and administrative team to ensure smooth roll-out of activities in line with planned capacity;
- Lead core Work Package processes, tasks and deliverables, including their conceptualisation and implementation together with internal and external partners, cities and the European Commission;
- Capacity and workflow planning (including orchestrating ICLEI staff contributions to the project), continuous liaison with internal team, and with the line-manager;
- Communication with project partners, implementation monitoring and external reporting to the project coordinators and funding agencies;
- Exploration of visibility and cooperation opportunities with partners in the consortium, as well as with other offices, and with international partners and organizations;
- Design and lead co-creation processes with stakeholders from a wide range of organisations, including senior executives and political representatives at all governance levels;
- Serve as the day-to-day contact point for communication with partners, cities, and funders;
- Contribute to/develop guidelines, training curricula and support materials for the climate-neutral city contracting process;
- Participate in General Assembly meetings, project meetings and project-related events;
- Contribute to acquisition efforts for complementary projects and networking activities;
- Follow relevant climate and governance-related policy initiatives and developments, and contribute to strategic processes linked to just energy transition;
- Represent ICLEI at events and presentations.

## Skills and qualifications:

Essential:

- Academic degree in urban and regional planning, environmental governance or engineering, climate action planning / policy making / monitoring and evaluation, environmental or sustainability management, public administration, economics, or other relevant education/training,
- Strong understanding of local government, urban management and urban and regional planning processes in an international development cooperation context,
- Strong understanding of and practical experience with local climate action policy and sustainability management and governance processes, renewable energies, carbon monitoring and reporting, climate finance / sustainable finance, sustainability management, and/or environmental governance;
- Strong project management experience (at least five years) with fast-paced projects, diverse (sometimes dispersed) teams and large budgets (Horizon 2020 experience a bonus!);

Desired:

- Experience with advocacy and European policy processes;
- Experience in developing and implementing training and capacity development activities (particularly for and with local governments);
- Experiences working in international contexts and with a number of different stakeholders (including business and academia);
- Excellent leadership, organisation, and co-creation/facilitation skills. Experience in developing and implementing training and capacity development activities (particularly for and with local governments).

- Languages:  
Excellent command of English (spoken and written), plus at least one other European or international language (spoken and written), preferably French;
- Personality:  
Proactive, flexible, and entrepreneurial approach to work with an orientation to collaborative problem-solving and driving innovation. Precision and ability to be self-organised within an international team;
- Communication:  
Excellent communication, interpersonal (spoken and written) and conflict resolution skills. Excellent representation and presentation skills. Confidence in communicating with partners from different backgrounds and cultures. Demonstrable experience facilitating meetings, including online meetings, workshops, and other events;
- Computing:  
Confident user of online meeting software and tools, all Microsoft Office applications, email, desk research.

#### **Conditions:**

- Initially limited contract, duration from February 2022 until September 2025 (44 months). Extension of the contract after September 2025 is intended;
- Corridor contract 80-100% with a gross salary according to Senior Officer position in ICLEI's salary grid (indicative: EUR € 52.200 - € 55.200 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: 7 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.

