



**Officer: Governance & Social Innovation  
'Integrated Management'**

**Start date: 01 October 2021**

**Duration: 24 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:**

- Sound understanding of sustainable urban development, ideally with a focus on issues like sustainability management, integrated planning, participatory governance and social innovation;
- At least 3 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 (e.g. as part of EU-funded projects);
- Organising and facilitating 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;
- 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.



**ICLEI European Secretariat**

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We offer a limited contract until the end of September 2023 with the potential for extension, with a gross salary according to Officer position in ICLEI's salary grid (indicative: EUR 43.200 – 45.600 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](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 based on their qualifications and competencies.

