



Job title: Senior Officer - Sustainable and Innovation Procurement

Start date: October 2022

Duration: 2 years (with a view to extending)

Location: Freiburg, Germany

Deadline for application: 15 July 2022

(Interviews will be conducted virtually)

ICLEI European Secretariat

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ICLEI – Local Governments for Sustainability is looking for someone to develop our sustainable and innovation procurement work across Europe.

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 and Berlin.

Working with ICLEI is an opportunity to work alongside some of the leading policy-makers, practitioners, politicians, and researchers in the field of sustainable and innovation procurement. ICLEI has been at the forefront of the sustainable, circular, and innovation procurement topic globally for 26 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 topic of circular economy.

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 European projects and initiatives that improve the knowledge and skills of public sector procurers wanting to implement sustainable and innovation procurement practices by:
 - Facilitating networking, knowledge sharing and best practice exchange;
 - Writing guidance;
 - Developing case studies;
 - Undertaking research.
- Coordinate small to medium sized projects and ensure they are delivered to a high standard within time and budget.
- Develop and issue clearly defined tasks to personnel (including project partners), ensuring they are agreed, acted upon, tracked and managed to the successful required outcomes.
- Prepare detailed estimates of project timescales, cost and resource requirements and ensure effective controlling of time and costs.



- Promote and demonstrate the value of sustainable and innovation procurement at meetings, workshops and conferences.
- Undertake effective liaison and relationship building and pro-actively develop and maintain partnerships and joint working with a variety of organisations, institutions and partners on the topics of sustainable and innovation procurement at a European and international level.
- Undertaking advocacy work to encourage policy developments that advance sustainable and innovation procurement at the European and international level.
- Design creative workshops and conferences that encourage people to participate, learn and network.
- Research funding opportunities, develop and write project proposals.

Skills and qualifications:

- A degree in a relevant subject such as environmental sciences, international development, public procurement, economics or other appropriate qualification.
- Relevant working 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 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.
- Ability to build and maintain relationships with a wide range of external organisations.
- Confident user of all Microsoft Office applications.

Desirable:

- Experience or knowledge of Pre-Commercial Procurement (PCP).
- Experience of working on international and European projects.
- Up-to-date knowledge of procurement legislation including EU regulations for public procurement.

Conditions:

- Limited 2 year contract with a view to extending.
- Corridor contract 80-100% with a gross salary according to Project Officer in ICLEI's salary grid (indicative: EUR 52.800 to 55.200 per annum for 100%).
- Place of work: ICLEI European Secretariat, Freiburg, Germany (our preference) or ICLEI Brussels representation office, Belgium, subject to negotiation.
- Workings 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: 15 July 2022

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 on the basis of their qualifications and competencies.

