



## **Job title: Officer Circular economy, governance and stakeholder engagement**

**Start date: November 2022**

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

**Place of work: ICLEI Freiburg Office, Germany**

**Deadline for application: 30 September 2022**

**Interviews will be conducted virtually**

### **ICLEI European Secretariat**

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This is an opportunity to join ICLEI – Local Governments for Sustainability a leading global network of 2,500 cities, towns and regions committed to building a sustainable future. Through our collective efforts, we impact more than 25 percent of the global urban population. ICLEI Europe, based in Freiburg, Germany provides its members with a voice on the European and international stage, a platform to connect with peers, and tools to drive positive environmental, economic and social change. We are a growing organisation with over 130 staff that offers 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.

ICLEI Europe's Sustainable Economy and Procurement team is looking for someone to work closely with local governments across Europe in developing and implementing governance frameworks and stakeholder engagement processes aimed at promoting the transition to a more circular economy.

The successful candidate will work within a number of ongoing and new European circular economy projects, in fields including wastewater, bio-waste and the bio-economy, construction & demolition waste, plastics, electronic waste, textiles, and packaging, as well as cross-cutting themes such as industrial urban symbiosis/waste valorisation, stakeholder engagement, and governance models for the circular transition. The successful candidate would also contribute to the ongoing work of the European Circular Cities Declaration.

### **Tasks and responsibilities:**

- Supporting local governments in the establishment of quadruple helix stakeholder engagement processes, and appropriate local/regional governance models in support of the circular transition across multiple material streams and economic activities;
- Developing guidance and providing practical advice and support to local and regional governments in different European countries, wanting to implement circular economy practices:
  - in the field of material streams such as construction and demolition waste, bio-waste, textiles, electronic products
  - in the development of circular economy Action Plans and the local and regional level



- 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.
- Management of project tasks and potentially small-scale projects, including work-planning and process ownership, communication with partners, organisation and facilitation of project-related meetings, general administrative tasks, monitoring and reporting.
- Facilitate networking, knowledge sharing, collaboration and best practice exchange between local governments and other actors .
- Represent ICLEI at events, and help develop strategic relationships with relevant external organisations on the topic of circular economy.
- Identify funding opportunities and write project proposals.

### **Skills and qualifications:**

- Education: Academic degree in a relevant subject such as environmental sciences, natural sciences, natural resource management, engineering, public management, economics, planning, social sciences or any other relevant fields.
- Professional experience: Approximately 3 years relevant work experience, working with the public sector.
- Robust experience in stakeholder engagement processes with local and/or regional governments, across departments and stakeholder groups.
- A comprehensive understanding of multi-level governance processes and arrangements, particularly pertaining to the different roles and mandates at local, regional and national levels in the area of circular economy.
- A detailed understanding of the topic of circular economy and relevant European policy and legislation.
- 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).
- Personality: Active, dynamic and entrepreneurial approach to work including creativity and interest in project and service development. Precision and ability to be self-organised within an international team;
- Communication: Excellent communication and interpersonal skills (orally and in writing). Excellent representation skills. Confidence in communicating with partners from different backgrounds and cultures. Solid experience in facilitating meetings, including online meetings;
- Computing: Confident user of online meeting software and tools, all Microsoft Office applications, e-mail, www research

### **Desirable:**

- Specific experience working directly with local and regional governments on stakeholder engagement processes and governance arrangements in the field of circular economy.
- In-depth knowledge of specific material streams/value chains of relevance for the circular economy at the local level.
- Experience in planning and / or implementing capacity building / training and peer-to-peer learning activities to support subnational government stakeholders.
- Additional European language(s).
- Experience of working on international and European projects.

### Conditions:

- Limited 2 year contract with a view to extending or converting to a permanent position.
- Corridor contract 80-100% with a gross salary according to Project Officer in ICLEI's salary grid (indicative: EUR 49.200 to 52.500 per annum for 100%).
- Place of work: ICLEI European Secretariat, Freiburg, Germany.
- Working hours: 40h working week with flexible hours and the option of some remote work, 6 weeks 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: 30 September 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.

