



Job title: Officer Circular economy project development assistance

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

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ICLEI – Local Governments for Sustainability is looking for someone to provide direct support and assistance to local governments in the implementation of circular economy projects 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.

ICLEI is one of Europe's leading organisations in the field of circular economy in cities. We support implementation, raise awareness, develop new tools and approaches, facilitate the replication of innovative solutions, and engage in policy developments at the European and international level.

We see the transition from a linear to a circular economy as fundamental to achieving climate neutrality, fostering a thriving society, and keeping resource consumption within planetary boundaries. Local governments are critical actors in facilitating this transition. The successful candidate help to further develop ICLEI's growing portfolio of activities on circular economy. More specifically, they will be working on at least two European projects which will provide project development assistance (PDA) to project developers at the local and regional level aimed at increasing the impact and bankability of these projects. The specific projects receiving assistance are likely to vary considerably in nature, sector and scope. Types of project could cover the valorisation of industrial by-products (industrial-urban symbiosis), the development of functional markets and material banks for secondary raw materials, or the establishment of circular hubs as platforms for cross-sectoral collaboration.

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:

- Providing opportunity-based consulting, technical and practical services to European cities in the fields of circular economy, resource management and industrial-urban symbiosis.
- Management of small-scale projects, including work-planning and process ownership in assigned projects and services, communication with partners and funders, organisation and facilitation of project-related meetings, general administrative tasks, monitoring and reporting.



- 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;
 - in the organisation of effective citizen and stakeholder engagement mechanisms for circular economy.
- 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.
- 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, finance, financial management and business administration, economics, planning, social sciences or any other relevant fields.
- Professional experience: Approximately 3 years of relevant work experience, working with the public sector in the field of sustainability.
- A good understanding of the topic of circular economy, its European policy landscape, and the relevance and influence of local and regional governments in driving the circular transition.
- Ability to manage small, consultancy type projects with public sector clients.
- 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:

- Direct experience in the provision of project development assistance/consultancy services to public sector clients;
- Knowledge of public sector waste management practices and legislative/policy frameworks;
- In-depth knowledge of specific material streams/value chains of relevance for the circular economy at the local level.



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

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.

