Job title: Senior Officer Sustainable Procurement

Start date: January 2023  
Duration: 2 years with a view to extending  
Deadline for application: 6 November 2022  
Location: Freiburg, Germany

The organisation

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 working environment and is a family friendly certified organisation with equal opportunities. We also strive to provide a good work-life balance.

The position

ICLEI has been at the forefront of the sustainable, circular and innovation procurement topic globally for over 25 years. The Sustainable Economy and Procurement team is looking for someone to support cities and public authorities in the field of sustainable and/or innovation procurement at the European and international level. This includes implementation, raising awareness, capacity building sessions and engaging with policy developments.

Tasks and responsibilities:

- Manage European projects that support cities and public authorities in implementing sustainable and innovation procurement.
- Implement projects and undertake advocacy work to encourage policy developments that advance sustainable and innovation procurement at the European and international level.
- Undertake research and develop publications targeted at public procurers, including reports, guidance, policy briefs and case studies.
- Design and facilitate virtual, hybrid and in-person workshops and training sessions that encourage people to participate, learn and network.
- Facilitate networking and knowledge sharing between cities and public authorities.
- Pro-actively develop and maintain partnerships with a variety of organisations on the topics of sustainable and innovation procurement at a European and international level.
- Demonstrate the value of sustainable and innovation procurement at meetings, workshops and conferences.
- Research funding opportunities, developing project concepts and writing project proposals and budgets.
Skills and qualifications:

- A degree in a relevant subject such as environmental sciences, international development, public procurement, economics or other appropriate qualification.
- Approximately 5 years relevant work experience.
- Experience in the application of sustainable and/or 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 of working on international and European projects.
- Experience of delivering training.
- 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 54,000 to 56,400 per annum for 100%).
- Place of work: ICLEI European Secretariat, Freiburg, Germany
- 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.

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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.