



Job title: Senior Officer Governance Innovation for Climate Neutral Cities

Start date: 01 March 2023

Duration: 24 months (extension intended)

Deadline for application: 20 January 2023

Location: Freiburg, Germany

ICLEI European Secretariat

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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 satellite offices in Brussels and Berlin. ICLEI Europe has more than 140 staff from all over Europe and beyond, covering a broad variety of professional disciplines and expertise.

Working with us, you will have **opportunities** to:

- Work with leading urban researchers, politicians and practitioners on European innovation projects, to provide solutions for today's urban challenges;
- Help design and implement policies and solutions for climate-neutral cities;
- Contribute to European and international processes that influence urban policies, particularly the EU Mission '100 Climate Neutral and Smart Cities', and others such as the EU Green Deal, the New European Bauhaus, the UN SDGs, etc;
- Be part of an internationally-recognised organisation that inspires, supports and critically evaluates new trends in (co-)creating climate neutral cities;
- Grow professionally in a flexible, family-friendly work environment with opportunities for personal development, European travel, and professional cultural exchange.

We are looking for a new colleague to join our **Climate Neutral Cities Taskforce** with the following **experience, skills and personality**:

- Solid understanding of integrated sustainable urban development principles and processes, with an interest in local climate neutrality strategies, particularly governance innovation, citizen and stakeholder engagement, and local action and investment planning;
- At least 4-6 years of professional experience, ideally including lead or coordination functions, in a project-based environment, ideally for and with local governments or other urban actors;
- Very good and clear oral and written communication;
- Confident interacting and collaborating with a wide range of partners across disciplines and sectors;
- Proficient in English and at least one other European language, spoken and written; more languages are an asset;
- Curious, creative, collaborative, whilst able to coordinate and offer orientation in a dynamic, sometimes fast-paced, international environment.



Your position will include the following **main tasks**:

- Coordination of the concept development, guidance and review of Climate City Contracts as part of projects related to the EU Mission '100 Climate Neutral and Smart Cities';
- Work package lead and supervision, including task coordination between partners and colleagues, time and capacity monitoring, communication with partners, reporting, etc.;
- Pro-active and regular communication with relevant organisations and institutions;
- Organisation and chairing/facilitation of virtual, hybrid and in-person meetings, including trainings, interactive workshops, stakeholder panels and international project meetings;
- Contributing to acquisition, including concept development and project design, writing, and budgeting.

We offer you the following conditions:

- Initial 24 months contract with high potential for extension;
- Gross salary according to the Senior Officer position in ICLEI's salary grid (indicative: EUR 52.800 – 55.200 per annum);
- Place of work: Freiburg/Germany;
- 40h working week with flexible working time and the possibility to work up to 50% remote;
- 6 weeks of paid leave per annum;
- Working language is English;
- Occasional travel within Europe is foreseen.

Please note that applicants must – due to legal reasons – hold EU citizenship or a valid EU residence permit and a valid German work permit. Applications not meeting these conditions can unfortunately not be considered.

Deadline for application: 20 January 2023

Please apply in writing, including a CV and letter of motivation to:
jobs.europe@iclei.org

Please note that we review applications continuously upon receipt and early submissions are encouraged. 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 based on their qualifications and competencies.

