



Job title: Officer - Sustainable Procurement

Start date: 01 July 2022

Duration: 2 years (with a view to extending)

Location: Freiburg, Germany

Deadline for application: 22 May 2022

(Interviews to be conducted virtually)

ICLEI European Secretariat

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This is an exciting opportunity to join ICLEI – Local Governments for Sustainability. 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, Belgium and Berlin, Germany.

Working with ICLEI is an opportunity to work alongside some of the leading policy-makers, practitioners, politicians, and urban researchers in the field of sustainable urban development. ICLEI has been at the forefront of the sustainable, circular, and innovation procurement topic globally for 25 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:

- Provide procurement advice, knowledge and guidance to public authorities and organisations wanting to support or implement sustainable procurement practices.
- Develop and implement European projects and initiatives that support cities wanting to implement sustainable procurement practices.
- Develop case studies that improve knowledge and skills amongst the public sector on sustainable procurement.
- Undertake research, write guidance and newsletters.
- Create collaboration opportunities with external organisations on the topics of sustainable procurement at a European and international level.
- Facilitate networking, knowledge sharing, collaboration and best practice exchange.
- Identify funding opportunities and write project proposals.
- Represent ICLEI at events and undertake presentations.

Skills and qualifications:

- A degree in a relevant subject such as public procurement, law, economics, environmental sciences, international development or other appropriate qualification.
- A minimum of 2 years relevant work experience.



- An understanding of the public procurement process for example, choosing the procurement procedure, engaging the market, defining the requirements and awarding contracts, and supplier relationship management.
- Ability to be well organised, prioritise tasks and produce good quality work.
- Ability to work in a team and independently.
- A very good command of English (reading, writing and speaking). Additional European language(s) would be an asset.
- Excellent verbal and written communication skills, e.g. drafting reports, newsletters and delivering presentations.
- Ability to build and maintain relationships with a wide range of external organisations.
- Confident user of all Microsoft Office applications.

Desirable:

- Direct experience in running public procurement procedures.
- Experience of working on European projects.
- Knowledge of the legislative environment in which public procurement has to operate within the EU.

Conditions:

- Limited 2 year contract.
- Corridor contract 80-100% with a gross salary according to Project Officer in ICLEI's salary grid (indicative: EUR 48.000 to 51.600 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.

Deadline for application: 22 May 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.

