



Job title: Officer – Circular Economy

Start date: August 2022

Duration: 2 years (with a view to extending)

Location: Freiburg, Germany

Deadline for application: 6 June 2022

(Interviews will be conducted virtually)

ICLEI European Secretariat

Leopoldring 3
D-79098 Freiburg
Germany

☎ +49-761-36892-0

📠 +49-761-36892-19

✉ iclei-europe@iclei.org

🌐 www.iclei-europe.org

🐦 twitter.com/ICLEI_Europe

ICLEI – Local Governments for Sustainability is looking for someone to work closely with local governments across Europe fostering the transition to a more circular economy, with a focus on work in the construction sector.

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 will help to develop our circular economy work further within a number of ongoing and new European projects, specifically in the field of waste management and industrial urban symbiosis, through which local resource efficiency and business opportunities can be promoted through the valorisation of industrial waste products.

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:

- 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 construction and demolition, potentially other economic sectors, such as 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.
- To deepen ICLEI's experience, knowledge and portfolio of activities in relation to specific material flows/value chains, such as circular construction and demolition, and potentially further material flows/value chains.
- Facilitate networking, knowledge sharing, collaboration and best practice exchange between local governments and other actors.
- Carry out a variety of project-specific tasks in the fields of circular economy, including, but not limited to:
 - Writing briefing documents, guidance, reports and case studies,
 - Organising workshops, meetings and events,
 - Undertaking research,
 - Managing relationships with partner organisations,
 - Supporting communications and outreach work.
- 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:

- A degree in a relevant subject such as Environmental Sciences, Natural Sciences, Natural Resource Management, Engineering, Architecture, Social Sciences, Economics, Planning, or any other relevant fields.
- A minimum of 2 years relevant work experience.
- A good understanding of the topic of circular economy, its resource dimensions and the relevance and influence of local and regional governments in driving the circular transition.
- 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).
- Excellent verbal and written communication skills, e.g. drafting reports and delivering presentations.
- Confident user of all Microsoft Office applications.

Desirable:

- Knowledge of the field of sustainable construction, including an understanding of the construction project cycle, procurement procedures, and principles of sustainability and circularity.
- Knowledge of other relevant material streams/value chains of relevance for the circular economy at the local level.
- Experience working directly with local and regional governments, in the field of sustainability.
- Additional European language(s).
- Experience of working on international and European projects.

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 49.200 to 52.800 per annum for 100%).
- Place of work: ICLEI European Secretariat, Freiburg, Germany (our preference) or ICLEI Brussels representation office, Belgium, subject to negotiation.
- 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: 6 June 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.

