



## **Job title: Officer – City finance and project development**

**Start date: 01 July 2022 (or asap)**

**Duration: 2 years (with a view to extending or converting to permanent position)**

**Location: Freiburg, Germany**

**Deadline for application: 31 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 120 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 urban development, circular economy, nature based solutions, climate neutrality and innovation procurement topic globally for 30 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 address financing and funding sustainability transitions in cities and regions, creating investment plans and increasingly project development assistance on city and regional level in the context of European sustainability financing and funding. We seek to expand our capacity to support cities and regions in organising financing and accessing funding for sustainability projects as well as carbon and nature disclosure, and look for professionals with relevant professional education and practical experience to develop tools, processes, capacity development programs and project development assistance services. The position is linked to the EU Green Deal and the EU Taxonomy.

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:**

- Supporting ICLEI's work on project development assistance for investment-ready projects and disclosure across thematic domains such as circular resource management, climate neutrality and resilience, construction and buildings, energy, digital and nature-based solutions.
- Supporting cities with the creation of action plan based investment plans and disclosure reports under initiatives such as the EBRD Green Cities program or the European Missions "100 Climate Neutral Cities by 2030" and '150 Climate-resilient Regions and Communities by 2030'.
- Liaising with European public and private finance institutions with suitable programs for sustainability finance and disclosure.



- Supporting capacity building within ICLEI and for ICLEI members on bankable project development, finance instruments and mechanisms, carbon and nature disclosure, EU Taxonomy and access to finance.
- Supporting acquisition and proposals on project development assistance, finance, and disclosure and supporting the development of strategic partnerships in the space.
- Opportunity-based consulting, technical and practical services to European cities.
- Supporting the development of new tools and services to widen the ICLEI service portfolio.
- Work-planning and process ownership in assigned projects and services including communication with partners and funders.
- Undertaking project tasks, communication with project partners, monitoring of implementation and external reporting to the project coordinators and funding agencies.
- Organisation, programme development and facilitation of project-related meetings and other events convening stakeholders from a wide range of organisations.
- Representation of ICLEI at events and presentations.

### **Skills and qualifications:**

- Education: Academic degree in relevant subject such as environmental economics, public and private financing, (green) municipal budgeting and accounting, public management with affinity to sustainability green finance.
- Professional experience: Advanced understanding of and – at least – 3 years practical experience in public and private finance institutions, public administration, project development consulting or other positions relevant to sustainability finance.
- Proven experience in European policy relevant to sustainability finance and working with transdisciplinary groups of practitioners, researchers, engineers, public officials and local stakeholders.
- Languages: Excellent command of English (orally, read and in writing) plus at least one further EU language preferably French (orally, read and in writing).

### **Desirable:**

- Contact network and working experience in major European or national finance institutions (such as EIB, EBRD) or private banking or investment, and major finance, funding and project development facilities in the space.
- Experience in working on city-relevant finance instruments such as Green Bonds, Tax Increment Financing, Crowdfunding and Community finance, or similar.
- Understanding of (green) municipal budgeting and financial management, procurement.
- Understanding of project development assistance, (financial) risk evaluation and management, due diligence for city projects, carbon and nature disclosure.
- Experience with drafting investment plans, financial project plans, risk assessments and disclosure reports.
- Experience with proposal writing of major European funding programs such as Horizon Europe, EIC, the LIFE program, EIB or EBRD programmes, or similar.
- 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.



### Conditions:

- Limited 2 year contract with intention to extend or convert to permanent position.
- Corridor contract 80-100% with a gross salary according to Project Officer in ICLEI's salary grid (indicative: EUR 50.400 to 52.500 per annum for 100%)
- Place of work: 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: 31 May 2022**

**Please apply in writing, including a CV and letter of motivation to:**  
[jobs.europe@iclei.org](mailto: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](http://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.

