



Job title: Project Officer - Sustainable Procurement

Start date: May 2023

Duration: 2 years with a view to extending

Location: Freiburg, Germany

Deadline for application: 12 March 2023

Interviews to 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

The organisation:

ICLEI – Local Governments for Sustainability is a global network of more than 2500 local and regional governments committed to sustainable urban development. 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 implement projects that drive positive environmental, economic and social change. ICLEI has been at the forefront of green, social and innovation procurement topic globally for over 27 years.

The position:

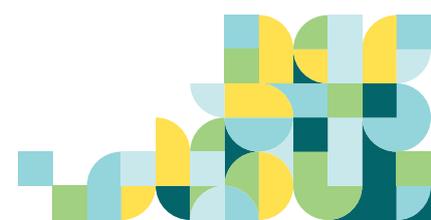
We are seeking a talented and motivated candidate, with a proven background in green, social or innovation procurement to fulfil a project officer position at ICLEI. The role will be at the forefront of procurement policy development and implementation, influencing procurement policy and supporting cities to implement action for low emission, nature-based, equitable, climate resilient and circular development through procurement practices. ICLEI recognises sustainable, innovation and circular procurement as key tools to achieve sustainable urban development and seeks a candidate motivated to drive this topic forward.

The benefits:

- Working in a friendly dynamic international team and environment;
- Possibility to participate in an exciting and diversified portfolio of European projects;
- Room for personal development and training opportunities;
- Hybrid working;
- Flexible working hours;
- A family friendly certified organisation;
- An inclusive working environment with equal opportunities.

Tasks and responsibilities:

- Develop and implement European projects and initiatives that support cities wanting to develop their sustainable procurement practices;
- Design and facilitate virtual, hybrid and in-person workshops, communities of practice and meetings that encourage people to participate, learn and network;
- Undertake research and develop publications targeted at public procurers and policy makers, including reports, guidance, policy briefs and case studies;
- Provide green, social or innovation procurement knowledge and guidance to cities and organisations wanting to support or implement sustainable procurement practices;
- 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. For example, you may have worked in the procurement department of a local authority, supported the procurement of goods, works and services or worked for an organisation that supports public authorities with procurement;
- A good understanding of the public procurement process;
- Ability to be well organised, prioritise tasks and produce good quality work;
- A very good command of English (reading, writing and speaking);
- Excellent verbal and written communication skills, e.g. drafting reports, newsletters and delivering presentations;
- Confident user of all Microsoft Office applications.

Desirable:

- Direct experience in running public procurement procedures;
- Experience working for, or with, a city of local government;
- 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 48.600 to 50.400 per annum for 100%);
- Place of work: ICLEI European Secretariat, Freiburg, Germany. The successful candidates will be required to move to Freiburg or the surrounding region;
- 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: 12 March 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.

