



## Job title: Senior Expert Sustainable and Innovation Procurement

**Start date: April 2024 or later**

**Duration: 24 months (extension intended)**

**Deadline for application: 15 January 2024**

**Location: Freiburg, Germany**

### ICLEI European Secretariat

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🌐 [www.iclei-europe.org](http://www.iclei-europe.org)

🐦 [twitter.com/ICLEI\\_Europe](https://twitter.com/ICLEI_Europe)

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

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

- Deepen your understanding of how cities design and implement sustainability and climate neutrality policies, what kind of challenges they face and how best to support them;
- Work with leading urban researchers, politicians and practitioners on European innovation projects, to provide solutions for today's urban challenges;
- Contribute to European and international processes that influence urban policies, such as the EU Public Procurement Framework, Green Deal, the EU Missions, the New European Bauhaus, the New Urban Agenda, the UN SDGs, and others;
- Be part of an internationally recognised organisation that inspires, supports and critically evaluates new trends in (co-)creating sustainable, climate neutral and resilient 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 Sustainable and Innovation Procurement team with the following **experience, skills and character**:

- A degree in a relevant subject such as public procurement, law, economics, environmental sciences, international development or other appropriate qualification;
- A minimum of 5 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, and a good understanding of how procurement operates in public organisations;
- Experience of working in or managing projects;
- 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 local government or public authority;
- Experience of working on European funded projects or service contracts;
- Experience in providing advisory services to build capacities on sustainable and innovation procurement;
- Experience of delivering and designing training material;
- Knowledge of the legislative environment in which public procurement operates within the EU.

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

- Lead on European projects that support cities wanting to develop their sustainable or innovation procurement practices;
- Strong role in the strategic and conceptual development of the sustainable and innovation procurement topic;
- Support the policy and advocacy processes of ICLEI that advance sustainable and innovation procurement at the European and international level;
- Pro-actively develop and strengthen strategic partnerships with relevant international institutions and organisations on the topics of sustainable and innovation procurement at a European and international level;
- Provide advisory support to build capacities on sustainable and innovation procurement to local government and public authorities;
- Develop and deliver workshops or training on sustainable and innovation procurement to public procurers;
- 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;
- Identify funding opportunities and write project proposals;
- Represent ICLEI at events and undertake presentations.

**We offer you** the following conditions:

- Initial 24 months contract with high potential for extension;
- Gross salary according to the Senior Expert position in ICLEI's salary grid (indicative: EUR 60.768 – 63.300 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 valid EU residence permit and a valid German work permit. Applications not meeting these conditions can unfortunately not be considered.

**Deadline for application: 15 January 2024**





**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 based on their qualifications and competencies.

