



Expert, Web Development - Online Systems, Multimedia and Graphic Design

Start date: 01 March 2025 (flexible)

Duration: 2 years

Location: Freiburg, Germany

Deadline for application: 7 February 2025

ICLEI European Secretariat

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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 150 staff from all over Europe and beyond, covering a broad variety of professional disciplines and expertise. This position is based at our Freiburg Office in Germany.

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

- Be part of and contribute to the implementation and presentation of a multitude of projects on the different topics of urban sustainability within the framework of the EU;
- Contribute to the development of innovative technical solutions to support ICLEI's content teams in their work on the topic of sustainability;
- Deepen your understanding of how sustainability and climate neutrality policies are designed and implemented on an EU, national or local level;
- 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 **Online Systems, Multimedia and Graphic Design Team with the following experience, skills and character:**

- A degree in Computer Engineering, Software Development, or a related field;
- Advanced expertise in HTML, CSS, PHP, MySQL, and JavaScript;
- Proficient understanding of modern Content Management Systems, with a focus on Drupal and TYPO3;
- Strong knowledge of online systems and services, including web hosting, email systems, databases, DNS, versioning systems (git), UNIX shell administration and related technologies;



- Minimum one year of professional experience in web systems and development;
- Commitment to producing clean, well-structured, well-documented, and reusable code;
- Demonstrated ability to create clear and structured documentation;
- Excellent organizational skills, with the capability to manage multiple projects simultaneously;
- Proven ability to work independently within a multidisciplinary and multicultural team, adapting quickly and confidently to new challenges;
- Exceptional communication and interpersonal skills, both written and verbal, with the ability to explain technical concepts to non-technical audiences;
- Strong time management skills, with the ability to prioritize tasks and deliver high-quality results under tight deadlines;
- Fluency in English, both spoken and written;
- Creative, forward-thinking, and proactive mindset.

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

- Content Management Systems
Manage, maintain and further develop existing and new web systems built on Content Management Systems such as Drupal and TYPO3 including first level user support for in-house project editors;
- Website development
Conceptualise, plan, implement and maintain websites and other online systems based on provided graphic designs using HTML, CSS, JavaScript, PHP, MySQL, Drupal/Typo3 and similar technologies;
- Online environment
Oversee the administration and maintenance of various online systems provided by international web service providers, including web servers, mail servers, DNS, database systems, web analytics, versioning systems (git), and more, ensuring the smooth operation of ICLEI Europe's complete web environment;
- Communication and user support
Provide personalized and independent communication to user support requests incl. maintaining and creating user support materials and documentation for ICLEI's online systems, providing clear and effective guidance to users;
- Technical research, development and piloting
Contribute to the development, research and piloting of new concepts, strategies, systems, tools, programming techniques, frameworks, and languages incl. a continuous evaluation of ICLEI Europe used web technologies, Content Management Systems, development techniques, tools, and frameworks.



We offer you the following **conditions**:

- Initial 2-year contract with high potential for extension;
- 100% contract with a gross salary according to the Expert position in ICLEI's salary grid (indicative: 50.000 - 53.000 EUR per annum);
- Place of work: Freiburg, Germany;
- 40h working week with flexible working time and up to 50% mobile work;
- 6 weeks of paid leave per annum;
- Working language is English.

Please note that applicants must – due to legal reasons – hold EU citizenship or a valid EU residence permit and a valid German work permit. Applications not meeting these conditions can unfortunately not be considered.

Deadline for application: 7 February 2025

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 Europe 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.

