



Expert, Circular Economy – Focus: Business support

Start date: 01 March 2025

Duration: 24 months (extension intended)

Location: Berlin or Freiburg, Germany

Deadline for application: 15 January 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.

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

- Deepen your understanding of how local governments can help facilitate the transition to a circular economy, and thereby contribute to our wider goals of creating sustainable, climate neutral, and resilient cities, to the benefit of all in society;
- Work with leading urban researchers, politicians and practitioners on European innovation projects, to provide solutions for today's urban challenges;
- 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 Circular Economy team, to help drive our work in helping local governments support circular businesses and business models in their cities. Candidates should have the following **experience, skills and character**:

- A degree in a relevant subject such as financial management and business administration, economics, planning, local development, environmental sciences, natural sciences, natural resource management, engineering, public management, finance, social sciences or any other relevant fields;
- A minimum of 3 years' relevant work experience working with or in the private sector in a field relevant to the circular economy;
- A good understanding of circular business models, supply chains, and the barriers to establishing economically viable circular businesses;



- A good understanding of the concept of circular economy and the roles that local government can play in facilitating and enabling the development of circular businesses and business models in their cities;
- Experience of working in or managing projects;
- Ability to be well organised, prioritise tasks and produce good quality work;
- Ability to build and maintain relationships with a wide range of external organisations;
- Excellent verbal and written communication skills, including confidence in speaking in public, and a very good command of English (reading, writing and speaking).

Desirable:

- Experience in providing consultancy services to private or public clients on topics related to circular economy;
- Experience of working in or managing projects (experience with European funded projects would be a plus);
- Understanding of different project financing models (e.g. equity, different blended finances, public-private partnerships) and their implications;
- Detailed knowledge of specific material streams relevant to the circular economy at the local level, including an understanding of key barriers, stakeholders and opportunities;
- Additional European language(s).

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

- Support the implementation of European projects that support cities in implementing circular economy initiatives, including taking responsibility for defined tasks and work packages within projects;
- Provide capacity building and advisory support to local governments in the field of circular economy;
- Undertake research and develop publications targeted at local policy makers, including reports, guidance, policy briefs and case studies;
- Design and facilitate virtual, hybrid and in-person workshops, communities of practice and meetings that encourage people to participate, learn and network;
- 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 Expert position in ICLEI's salary grid (indicative: EUR 51.000 - 56.000 per annum);
- Place of work: Berlin or Freiburg/Germany;
- 40h working week with flexible working time and the possibility of up to 50% mobile work;
- 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 a 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 2025

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 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.

