



## Expert, Circular Economy - circular construction focus

**Start date: 01 March 2025**

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

**Location: 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 **Circular Construction Expert** to join our **Circular Economy team**, with the following **experience, skills and character**:

- A degree in a relevant subject such as architecture, planning, local development, environmental and natural sciences, natural resource management, engineering, public management, financial management and business administration, economics, social sciences or any other relevant fields;
- A minimum of 2 years' relevant work experience in the field of sustainable construction, preferably with a focus on circular aspects of construction;
- A minimum of 3 year's working with or in the public sector, in a field related to the circular economy, such as urban planning, urban waste management or construction;
- Knowledge of the field of sustainable construction, including an understanding of the construction project cycle, procurement procedures, main stakeholders involved,



levers for local governments and principles of sustainability and circularity, and the European legislative framework;

- A good understanding of the concept of circular economy, and the roles that local governments can play in facilitating and enabling the circular transition;
- 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 of working on European funded projects or service contracts;
- Experience in group facilitation, co-creation and stakeholder engagement processes and techniques;
- Detailed knowledge of further material streams relevant to the circular economy at the local level, including an understanding of key barriers, stakeholders and opportunities;
- Experience in impact assessment methods such as Material Flow Analysis, Life-Cycle-Assessment or Environmentally Extended Input-Output Analysis;
- Additional European language(s).

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

- Develop guidance and provide practical advice and support to local and regional governments in different European countries, wanting to implement circular economy practices in the field of the construction, and potentially other economic sectors, such as bio-waste, textiles, electronic products;
- Develop ICLEI's knowledge in the field of circular economy, with a focus on the field of construction – on the levers available to local governments to facilitate the circular transition, on the key challenges to implementation, and understanding how ICLEI can best support this process;
- Support ICLEI's activities within specific European projects focused on circular economy in cities, including taking responsibility for defined tasks and work packages, and potentially co-ordinating the ICLEI team members involved;
- Carry out a variety of project-specific tasks in the fields of circular economy, such as e.g., writing briefing documents, reports and case studies, organising workshops and other events (hybrid and in-person), undertaking research, managing relationships with partner organisations, and supporting communications and outreach work;
- Develop strong partnerships and strategic relationships in the field of circular construction, to position ICLEI as a key stakeholder in this sector;
- Facilitate networking, knowledge sharing, collaboration and best practice exchange between local governments and other actors;
- Represent ICLEI at events and undertake presentations;
- Identify funding opportunities and write project proposals.



**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: 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](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 Europe 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.

