



Expert Sustainable and Innovation Procurement

Start date: 01 March 2025 (flexible)

Duration: 24 months (extension intended)

Location: Freiburg, Germany

Deadline for application: 06 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 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 Green Deal, the EU Missions, the New European Bauhaus, the UN SDGs, and others;
- Be part of an internationally recognised organisation that inspires, supports and critically evaluates new trends in (co-)creating sustainable and climate neutral 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 a proven background in green, social and/or innovation procurement. The role will be at the forefront of procurement policy development and implementation, influencing procurement policy and supporting cities to boost the transformation through procurement practices.

ICLEI recognises sustainable, innovation and circular procurement as key tools to achieve sustainable urban development and seeks a candidate 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 2-3 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;
- An understanding of how cities and local governments operate;
- Ability to be well organised, prioritise tasks and produce good quality work;
- Proficient in English and at least one other European language, spoken and written; more languages are an asset;
- Very good and clear oral and written communication and confident interacting with a wide range of partners;
- Curious, creative, collaborative, while able to work independently and stay grounded in a dynamic, sometimes fast-paced, international environment.

Desirable:

- Direct experience in running public procurement procedures;
- Experience working for, or with, a city or local government;
- Experience of working on European projects;
- Experience of delivering and designing training material;
- Knowledge of the legislative environment in which public procurement has to operate within the EU.

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

- Develop and implement European projects and initiatives that support cities wanting to develop their sustainable procurement practices;
- Identify funding opportunities and write project proposals;
- Design and facilitate virtual, hybrid and in-person workshops, communities of practice and meetings that encourage people to participate, learn and network;
- Develop and deliver training on sustainable and innovation procurement to public procurers;
- 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;
- 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 47.000 - 51.000 per annum);
- Place of work: Freiburg/Germany - the successful candidate will be required to move to Freiburg or the surrounding region;
- 40h working week with flexible working time and up to 50% mobile work;
- 6 weeks of paid leave per annum;
- Working language is English;
- Occasional international travel.

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: 06 January 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.

