



ICLEI – Local Governments for Sustainability is a global network working with more than 2,500 cities, 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. Our members and team of experts work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability.

The Urban Research Team helps to position ICLEI as a leader in academic, policy and practice areas addressing sustainable urban development research and innovation through increased engagement with research institutions, universities, and other relevant research and innovation entities. ICLEI's Urban Research Team is also playing a prominent role in international spaces and agendas related to sustainability research and innovation, chief among them the Research & Innovation Technical Working Group (R&I TWG) at Global Covenant of Mayors for Climate & Energy (GCoM), Global Research and Action agenda, UNCCD's Global Land Outlook, and UNFCCC's Research Dialogue. Our work revolves around of ICLEI's Global Research Strategy 2019-2024 and focuses on promoting city-led research and innovation and supporting decision-making processes within local and regional governments, by co-developing robust research informed policy guidelines and actionable knowledge.

To support the Urban Research team at the World Secretariat, we seek a highly motivated, pro-active, and experienced candidate for the position of:

## Officer, Urban Research

The successful candidate will be a part of the Urban Research team at the ICLEI World Secretariat in Bonn, Germany. The position is attractive for mid-career professionals interested in a dynamic working environment, working as part of a growing international team.

### **Main responsibilities:**

- Support the implementation of ICLEI's Global Research Strategy by:
  - Developing proposals and grants based on the priority themes and topics identified through ICLEI's Research Strategy, including the interlinkage between digitalization and sustainable development;
  - Contacting and collecting inputs from all ICLEI offices and global thematic coordinators to ensure up to date research priorities are identified;
  - Conducting research on sustainable urban development, and collecting data and information, linking current and relevant trends in academic and policy discourses to ICLEI's work; and
  - Supporting the development and dissemination of ICLEI urban research publications (case studies, policy briefs, reports, peer-reviewed papers) and communication materials (blog posts, newsletters, etc.).
- Contribute to the implementation of research components in projects such as:
  - A newly started European Commission funded project (A Horizon project) titled Cross-sectoral planning decision-making platform to foster climate Action based on land-use planning (RethinkAction):
    - Development of engagement strategy and creation of end-user community;
    - Coordination of co-creation activities with the end-user community;
    - Designing training packages and facilitate global capacity building events for local governments and cities;





- Developing and contributing to the project related knowledge products (journal articles, solution package, case studies).
- A Belmont Forum funded project titled “Innovative Initiatives for Governing Food, Water, and Energy Nexus in Cities (IFWEN)”:
  - Contribute to development of technical contributions and publications, including policy guides for local governments.
  - Support project coordination, including reporting, partner contact and engaging with ICLEI offices.
- Support the organization and/or contributions to research sessions at events such as the ICLEI World Congress, and Daring Cities Forum 2022.
- Contribute to project acquisition activities to expand ICLEI’s research & innovation portfolio.

### **Requirements:**

- University degree (or equivalent) in Urban Studies, Sustainable Development, International Relations, Public Administration, Governance or Computer Science and a related field. A relevant Master’s or Ph.D. degree is an asset.
- Minimum of three years of relevant professional experience in a related field. Experience working on grants and proposal development is highly desirable.
- Familiarity with research processes and strong analytical skills; competence in MS Excel is necessary; familiarity with visualization software such as Power BI, or coding in Python, or knowledge in Blockchain technology is a plus.
- Strong writing skills as well as competence in copyediting and proofreading.
- Confident user of Microsoft Office, ideally also experience with graphical design software such as Photoshop and InDesign.
- Fluency in written and spoken English, with proficiency in other languages an asset.

### **The successful candidate:**

- Shows high interest and enthusiasm for research on sustainable urban development.
- Is self-motivated, with a positive and pro-active attitude, as well as excellent interpersonal skills.
- Is well organized, accurate, attentive to details, and takes ownership of tasks and quality delivery.
- Has a strong ability and willingness to work as part of a team, as well as independently.
- Is dedicated to the team’s focus on collaborative research, applied research, innovation, and sustainability knowledge generation.
- Shows excellence in communicating ICLEI’s message to public policy makers, research & innovation partners, private sector entities, and donors.
- Possesses knowledge in at least one area of digitalization (Blockchain technology, Artificial Intelligence, etc.), and interested in linking their knowledge to sustainable development.
- Is highly proficient in oral and written English; with strong writing skills.

### **Terms and conditions:**

- The position is available from 1 March 2022, at the ICLEI World Secretariat in Bonn, Germany.
- The Officer reports to the Senior Research Officer and Head of the Research Team.
- The contract will have a limited duration of two years, with the possibility of extension
- Annual salary starting at 35,587 Euro before tax and social insurance fees, with the final salary to be determined based on the chosen applicant’s skills and experience
- Probation period is of three months
- Working hours: 40 per week
- 30 days of paid leave per year



- Working language: English
- The employment contract will be based on German law
- International travel may be required.
- Communication with partners around the world may require work outside of normal office hours.

**Application:**

By email to [careers\(dot\)bonn\(at\)iclei\(dot\)org](mailto:careers(dot)bonn(at)iclei(dot)org) with "Officer Research" in the subject line and send us:

- indication of citizenship and/or work permit for Germany
- Indication of possible start date
- All relevant documents (letter of motivation, CV (Euro pass format preferred), employment certificates) and information merged into one single pdf. of up to 5 MB size
- For data protection information read our disclaimer and privacy policy on our website

**Equal Opportunity and Employment Policy**

ICLEI World Secretariat's hiring policy is geared to ensure that the organization hires employees without regard to their race, color, religion, national origin, citizenship, age, gender, marital status, socio-economic background or sexual orientation. ICLEI's policy is that applicants for employment and career progression are considered solely on the basis of their relevant qualifications and competencies.

**Please note that applications received after the deadline cannot be considered.**

Applications will be reviewed continuously upon arrival. Therefore submitting your application as soon as possible is advisable. The ICLEI World Secretariat shall only contact those applicants shortlisted for this position. In order to support the evaluation via interview, shortlisted candidates might be required to undergo a written test relevant to the job content.

**Application Deadline: 14 February 2022**

ICLEI – local governments for sustainability e.V. (World Secretariat)

Careers

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<https://www.iclei.org/en/jobs.html>