



Internship Opportunity Join ICLEI – Local Governments for Sustainability!

ICLEI – Local Governments for Sustainability is a global network of more than 2,500 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.

An Open Internship Position at Urban Research Team

The position is open to eligible and qualified **Master’s students** and **Ph.D. candidates**.

An internship with ICLEI offers the opportunity to acquire direct practical experience on sustainability knowledge under the supervision of experienced staff. Internships are offered depending on the availability of meaningful assignments as well as the needs and capacity of the team to receive and supervise interns.

Interns will be a part of the international ICLEI World Secretariat team based in Bonn, Germany and will be placed within the Research Team. In this current COVID-19 pandemic, it is possible for the internship to be remotely supervised.

Tasks may include:

- Support the implementation and operationalization of ICLEI’s Global Research Strategy
- Assist the implementation of projects managed by the Research Team and ad hoc research tasks (also with reference to the intern’s own thematic study interests),
- Assist in the implementation of projects managed by the Urban Research Team and ad hoc research tasks as required (also with reference to the intern’s thematic interests);
- Conduct desk research for compiling state-of-the-art literature and information about different topics, chief among them “innovation” and “sustainable innovation” as well as “digitalization”, and “digital finance”;
- Data validation and analysis;
- Support development of project concepts;
- Design visual display of data and information to various audiences;
- Supporting the development of promotional materials such as blogposts;
- Support development of ICLEI’s knowledge products (case studies, peer-reviewed publications, etc.), linking current & relevant trends in academia to ICLEI’s work.

Main requirements:

Formal essential requirements:

- Being enrolled in a vocational training or university in a relevant subject, such as innovation, digital studies, digital transformation management, urban studies, environmental science, public policy, engineering, or similar.

Professional requirements and behavioral competences:



- Excellent communication skills and command of English (speaking, writing, and reading). Knowing additional language(s) is an asset.
- Strong writing skills (scientific reports, case studies, etc.).
- Strong analytical skills; competent in MS Excel (being competent with the other statistical analysis software such as SPSS is a plus).
- Strong desk research ability (having a published peer-review journal paper is a plus).
- Confident user of Microsoft Office, (being competent with graphical design software such as Adobe InDesign or Data Visualization Software such as Power BI is a plus).
- Positive, flexible, and pro-active work attitude.

Terms and conditions:

- ICLEI is offering a monthly compensation of EUR 880 gross (brutto) for the full-time internship unless they benefit from a scholarship.
- The position is available for a period of **minimum three months to maximum six months**.
- Possible start date: Mid-September or beginning of October 2022.
- The intern will be supervised by ICLEI's Acting Head of Urban Research Team.
- Working hours: 40/week, 2,5 days of leave per full month
- Working language: English
- Due to legal requirements, applicants must have or be eligible to obtain an appropriate work permit for Germany prior to the start of the position.
- Due to the COVID-19 pandemic, this internship can be a remote position through tele-supervision (with the possibility of a few in-person meetings during the on-boarding, as needed).

Application:

Please send an email to [careers \(dot\) bonn \(at\) iclei \(dot\) org](mailto:careers(dot)bonn(at)iclei(dot)org) to express your interest in response to this call, include "Intern – Urban Research Team" in the subject line, and provide:

- A short letter of motivation, your up-to-date CV (Euro pass format preferred), previous employment certificates and/or letters of reference (if these exist), all merged into one PDF file of up to 5 MB size.

In addition, please provide information on all of the following items according to their numbers:

1. Indication of citizenship; if non-EU, whether applicant is holder of a **work permit** for Germany (Do you have a work permit from German government that allows you to work as an intern alongside your studies?)
2. **Insurance:** Do you have a German health insurance that could also be used for your internship?
3. Indicate whether conducting an internship is a **mandatory** component of your course to be able to graduate or whether it is **optional**.
4. **Funding/scholarship:** Do you benefit from any funding/scholarship for your study? If yes, (1) please name the fund/scholarship and the organization providing it, and (2) does your funding cover the internship period?
5. Indication of possible **start date**.
6. Indication of envisaged **duration of internship** (minimum of 3 to maximum of 6 months): according to ICLEI policy and German law these internship positions are



possible for a minimum of 3 months to maximum of 6 months (the intent to conduct a six month internship will receive preference).

7. **Equipment:** indicate whether you have a laptop and access to the internet (for the home office period).
8. **Location:** where are you staying at the moment (during COVID-19 pandemic)? Please indicate the city (this is particularly important to ensure the intern and the supervisor can have a minimum number of in-person meetings at ICLEI premises in Bonn during the on-boarding phase).

Please note that applications with incomplete information on the above listed items, unfortunately will not be considered.

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.

Kindly note that 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.

Application Deadline: COB, 30. September 2022

ICLEI – Local Governments for Sustainability e.V. (World Secretariat)

Careers

Kaiser-Friedrich-Strasse 7

53113 Bonn

Germany

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