



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. The World Secretariat is based in Bonn, Germany.

To support the **Circular Development** team, we are offering the following position:

Junior Officer, Circular Development

The successful candidate will be a part of the international ICLEI World Secretariat team based in Bonn, Germany, and will be placed within the **Circular Development** team

Tasks:

Main responsibilities:

- Support the Circular Development team with projects related to the topic areas of Just Transition / social equity and sustainable food systems.
- Undertake necessary project-related tasks including technical research and analysis, coordination, and communication with project partners and city representatives, network set-up and maintenance, webinar organization and facilitation, development of knowledge products, and general project management tasks.
- Support the Circular Development team with the day-to-day management of the ICLEI Circulars website. This will include coordination, drafting, and dissemination of the ICLEI Circular Newsletters.

Additional tasks:

- Support the Head of Circular Development with the Global Coordination of ICLEI Circular Development Pathway.
- Support the Circular Development team with business development activities.

Requirements:

Main requirements:

- 1-2 years of work experience related to project coordination in the field of circular development, the Just Transition, or sustainable food systems.
- University degree (or equivalent) in a relevant subject such as Environmental Management. A relevant Masters' degree is desirable.
- Creative and proactive attitude in teamwork.
- Fluency in written and spoken English.
- Confident user of Microsoft Office.

Advantageous:

- Fluency in Spanish.
- Experience on Risk Management.





Terms and conditions:

- The position will be available as of 1 January 2023. The post reports directly to the Head: Circular Development.
- One-year contract, with the possibility of extension.
- ICLEI World Secretariat has a work-from-home policy.
- The employment contract will be based on German law including visa/work permit.
- Annual Salary: Starting at 31878,24 EUR (full time) before tax and social insurance fees, with the final salary to be determined based on the chosen applicant's experience.
- Working hours: 40 per week (full time), paid leave: 30 days per year (full time).
- Three-month probation period.
- Working language: English.

Application:

By email to careers(dot)bonn(at)iclei(dot)org with "Junior Officer, Circular Development" in the subject line. Please include the following information:

- 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, please refer to our disclaimer and privacy policy on our website [iclei.org](https://www.iclei.org).

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. To support the evaluation via interview, shortlisted candidates might be required to undergo a written test relevant to the job content.

Application Deadline: 16 December 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>