



Junior Expert: Resilience and Nature-based Solutions

Start date: 01 June 2023 (earliest)

Duration: 24 months

Deadline for application: 22 May 2023

The European Secretariat of ICLEI - Local Governments for Sustainability offers an opportunity to join the leading global network of more than 2,500 local and regional governments committed to building a sustainable future. Active in 100+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development and promote integrated and cyclical management and governance of all sustainability related policy areas. 24 offices serve our members. The European Secretariat is based in Freiburg, Germany.

ICLEI member cities make sustainability an integral part of urban development and create systemic change in urban areas through practical, integrated solutions and drive innovation by pioneering the development and application of new processes, instruments, methods and tools for local sustainability.

As a growing organisation we offer exciting opportunities, with a competitive salary, staff appreciation days and recognise the effort and achievement of all its employees. We offer a friendly work environment where teamwork plays a strong role, flexible working hours, international travel and training opportunities as well as a supportive approach to professional development. ICLEI is committed to providing an inclusive and supportive working environment and is a family friendly certified organisation with equal opportunities. We also strive to provide a good work-life balance.

The position of a **Junior Officer, Urban Resilience and Climate Adaptation** requires a background in urban or regional planning, climate change adaptation and resilient development, biodiversity and ecosystem restoration and/ or water management. They support ICLEI Europe's activities in supporting, researching for and creating synergies across European projects on climate change adaptation and resilience, disaster risk reduction, nature-based solutions (NBS), blue-green infrastructure, Integrated Urban Water Management, cultural heritage and climate action, organising online and face-to-face events and exchanges amongst local governments and relevant technical experts in the field of climate resilience and nature-based solutions (NbS)

The Junior Experts will be staff members of ICLEI Europe's team on Resilience and Climate Adaptation and/or Biodiversity and Nature-based Solutions. They will be supervised by the responsible Head of the team.

Tasks and responsibilities:

- Proactive organisational and logistical support in the implementation of project tasks and workflows of the team and together with external partners, cities and funders;
- Fluent and adequate written and oral internal and external communication with (project) partners and funders to ensure a smooth workflow on the operational side whilst promoting and demonstrating the value of resilience, climate adaptation and NbS and its dimensions on the strategic side;

ICLEI European Secretariat

Leopoldring 3
D-79098 Freiburg
Germany

☎ +49-761-36892-0

📠 +49-761-36892-19

✉ iclei-europe@iclei.org

🌐 www.iclei-europe.org

🐦 twitter.com/ICLEI_Europe



- General support in project and service implementation especially in processes supporting local and regional governments to plan and realise NbS and resilience on the ground as well as general administrative task;
- Organisation and support in developing agendas for and facilitating project-related meetings and other events convening stakeholders from a wide range of organisations;
- Take on desk research and analysis tasks as input to facilitation processes for cities, workshops and events, presentations as well as policy and advocacy work;
- Assist in developing formats of exchange, evaluation, peer-learning and capacity-building among cities (e.g. for UrbanByNature Programme) and lend support in designing and facilitating creative workshops and events that encourage participants to interact, learn and network;
- Support to ICLEI Europe's advocacy work on climate change adaptation and nature-based solutions at European and global level with an additional focus on the Mission for Adaptation to Climate Change and Societal Transformation as well as the EU Green Deal;
- Further development, promotion and application of ICLEI services and products supporting the resilient and nature-based solutions development pathways;
- Input to the acquisition of future projects and writing of project proposals.

Skills and qualifications:

- Education: Academic degree in urban/regional planning or management, climate change, biodiversity/ NbS, environmental management or related field; sound understanding of local/ regional government, urban management and urban infrastructures, as well as related policy processes;
- Professional experience - mandatory:
 - Advanced understanding of and practical experience in this topical area as well as relevant tools/ methodologies and opportunities/ challenges;
 - At least one year of work experience in NbS, biodiversity, resilience and climate adaptation, and/or education related to NbS and resilience, environmental (nature-positive) economics or sustainable (urban) development;
 - Experience in project management, organisation and logistical support, communication, and teamwork;
- Professional experience - desired:
 - Experience in working in or with local/ regional governments;
 - Experience in developing and implementing training and capacity development activities (particularly for and with local/ regional governments);
 - Experience with Horizon 2020 or Horizon Europe projects, processes and reporting;
 - Experience related to the use of EU funding instruments (Horizon Europe, structural Funds, NCFE, etc.) and means of financing climate, NbS and biodiversity action on the ground;
- Experiences in advocacy and policy processes, if possible in European or international contexts. Languages: Excellent command of English (speaking, reading and writing) and at least one additional European language;
- Personality: Proactive, dynamic and entrepreneurial approach to work including creativity and interest in project and service development. Motivated team-player with precision and ability to be self-organised within an international team and to work efficiently under time pressure;
- Communication: Excellent communication and interpersonal skills (orally and in writing), Confidence and tactfulness in communicating with partners from different backgrounds and cultures. First experience in facilitating meetings, including online meetings;
- IT: Confident user of online meeting software and tools, all Microsoft Office applications, e-mail, www research, social media; familiar with online content management programmes (e.g. WordPress). Experience with Adobe InDesign, Illustrator or other graphic design software, if possible.

Conditions:

- Initially limited contract, duration from June 2023 until May 2025 with extension intended;
- Corridor contract 80-100% with a gross salary according to Junior Expert position in ICLEI Europe's salary grid (indicative: EUR €34.800 - €38.400 per annum for 100%). Foreseen to start at 80-100% of full-time position;
- Place of work: ICLEI European Secretariat, Freiburg, Germany;
- Workings hours: 40 h/week for 100% of full position, six weeks of paid leave per annum;
- Working language: English;
- Readiness for frequent travel;
- Applicants must – due to legal reasons – hold EU citizenship or valid EU residence permit and a valid German work permit. Applications not meeting these conditions can unfortunately not be considered.

Deadline for application: 22 May 2023

Please apply in writing, including a CV and letter of motivation to:
jobs.europe@iclei.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.

