



## WE ARE HIRING!

**ICLEI** is a global network of over 2 500 cities and other subnational governments and their associations committed to building a sustainable future. ICLEI provides technical services, capacity building, networking and global representation opportunities, as well as cutting-edge solutions to its member and network cities and regions, and their communities.

**ICLEI's African Head Office**, which serves ICLEI's network cities from across Africa, is based in Cape Town ([www.africa.iclei.org](http://www.africa.iclei.org)) and is also home to **ICLEI's Global Cities Biodiversity Center (CBC)**, a center of excellence in the field of urban biodiversity and nature-based solutions for urban development ([www.cbc.iclei.org](http://www.cbc.iclei.org)). ICLEI Africa has established a complementary office in Mauritius, namely the **ICLEI Africa Foundation**, to support and further enable its expanding services and expertise to governments across Africa. ICLEI Africa's footprint stretches across the continent, with staff located in several African countries, from where we serve our Members and implement projects.

**The ICLEI Africa and ICLEI CBC teams:** Our work is conducted by a dynamic and passionate team of well qualified and highly skilled professionals that work with cities and regions to ensure a more sustainable future. As an office that deeply cares for the constituency it works with, the team adheres to a strong set of values. There is a culture and ethos of openness and sharing, where staff are always willing to support each other where they can. There is a diversity of skills and experiences in our team of well over 60 staff that spans from those that work internationally at the highest advocacy, diplomatic and technical levels, to those that are driving impact at the local level as experienced practitioners in the fields of urban planning, economics, sustainability, social and environmental science, and engineering. Given the number of languages spoken across the African continent and globally, ICLEI Africa has many bilingual and multilingual staff, and also supports staff development in adding more languages and sustainability skills to their repertoire.

**ICLEI Africa has the pleasure of inviting leading and suitably qualified individuals to apply for the position below, to join our African and/or global teams of dynamic sustainability professionals.**

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Please forward all of the following to [iclei-africa@iclei.org](mailto:iclei-africa@iclei.org) by **17h00 (GMT+2) on 18 February 2025**. Note that all these documents will be treated as strictly confidential and only be used internally in ICLEI for this recruitment process:

- covering/motivating letter
- comprehensive CV

- copy of SA identity document, visa documents to work in South Africa, or in the case of non-South African applicants, a passport or equivalent identification papers proving the capacity to work in the country where the position is based
- available starting date
- current salary
- three contactable references

**Please include the correct reference (REF) in your email subject line and covering letter, to clearly indicate which position you are applying for. All applications should be in English.**

No late or incomplete applications will be considered.

A market-related and competitive annual remuneration package (TCOE based) will be offered to successful candidates, taking into consideration qualifications and experience, and the current salary scales of ICLEI Africa. In addition, successful candidates will qualify, as per our HR policy, for retirement and medical aid contributions, as well as home office allowances.

**Candidates should have a fully internet-connected, functional, dedicated workspace at home (a company laptop will be provided).**

Good team fit within the ICLEI team will be a consideration for all posts.

Applicants who have not been contacted within 90 working days after the closing date of this advertisement should regard their applications as unsuccessful. ICLEI Africa reserves the right not to appoint an individual in relation to any job advert.

We will be processing applications as they are received, and we reserve the right to close this advertisement before the final date stated should we find a suitable candidate. **As such, we encourage candidates to apply as soon as possible.**

***ICLEI Africa is open to applications for internships in fields relevant to sustainability on an ongoing basis. Please email your CV with a covering letter at any time to the same email address as indicated above.***

**Professional Officer:**  
**ACWA Platform Secretariat Coordinator**  
**(24-month fixed term contract position with the potential of renewal)**  
**REF – PO: Water Systems**

**Terms of Reference (ToR) for Recruiting the ACWA Platform Secretariat Coordinator**

**1. Background**

The African Cities Water Adaptation (ACWA) Platform aims to enhance urban water resilience across African cities. It fosters collaboration among diverse stakeholders, including governments, international organizations, and private sector entities, to address water-related challenges arising from climate change and urbanization. The Secretariat plays a pivotal role in coordinating activities, managing daily operations, and providing technical and strategic guidance to advance the platform's mission.

**2. Purpose of the Role**

The Coordinator will lead and manage the Secretariat, ensuring effective coordination, strategic oversight, and resource mobilization to achieve the Platform's objectives. The position requires a proactive collaborator with expertise in urban water resilience, governance, and stakeholder engagement.

**3. Key Responsibilities**

**Strategic Leadership and Coordination**

- Provide overall leadership in the implementation of ACWA Platform activities.
- Coordinate and oversee the work of the Implementation Committee and Fundraising and Convening Committee.
- Develop and implement annual work plans in line with strategic goals.
- Ensure alignment between the Secretariat, Steering Board, and partner organizations.

**Resource Mobilization**

- Develop and execute a resource mobilization strategy to secure funding for the ACWA Platform and associated activities.
- Collaborate with international financial institutions (IFIs) and donors to increase investment in urban water resilience.
- Engage in business development efforts to ensure long-term sustainability.

**Communication and Advocacy**

- Act as a primary spokesperson for the ACWA Platform at national, regional, and international forums.
- Engage with local government officials in Africa to encourage their participation in the Platform activities and track their water resilience objectives.
- Lead advocacy efforts to promote urban water resilience as a critical climate adaptation measure.
- Oversee the development of communication strategies and outreach materials.

### **Knowledge Management and Capacity Building**

- Establish a knowledge management system to track urban water infrastructure initiatives.
- Facilitate knowledge exchange and capacity-building initiatives for member cities and partners.
- Maintain a technical helpdesk to provide responsive support and expertise to city partners.

## **4. Qualifications and Experience**

### **Essential Qualifications**

- Advanced degree in Water Resource Management, Urban Planning, Environmental Science, Social Science, Development, Finance or a related field.
- Minimum of 5 years of experience in urban water management, climate resilience, or infrastructure development.
- Proven experience in managing multi-stakeholder partnerships and governance frameworks.
- Demonstrated expertise in resource mobilization and financial management.

### **Key Skills and Competencies**

- Strong leadership and strategic thinking skills.
- Excellent project management and organizational abilities.
- Outstanding communication and advocacy skills.
- Fluency in English is essential, while an additional relevant language is an asset.
- Proven ability to work in diverse, multicultural environments.
- Familiarity with African urban water challenges and climate adaptation strategies.

## **5. Term and Location**

The Coordinator of the ACWA Platform Secretariat will be appointed for an initial term of two years, with the possibility of renewal based on performance and funding availability. The position is based at ICLEI Africa's office in Cape Town, South Africa, with frequent regional travel.

## **6. Reporting Structure**

The Coordinator of the Secretariat will report directly to the ACWA Platform Steering Board on strategic issues and to the Global Coordinator: Water Systems for day-to-day management and will form part of the ICLEI Africa water team, contributing to its development and activities.