

Job Opening
Join ICLEI – Local Governments for Sustainability!

Application Deadline: 15 June 2015

ICLEI-Local Governments for Sustainability is the world's leading network of over 1,000 cities, towns and metropolises committed to building a sustainable future. By helping our Members to make their cities and regions sustainable, low-carbon, resilient, ecomobile, biodiverse, resource-efficient and productive, healthy and happy, with a green economy and smart infrastructure, we impact over 20% of the world's urban population.

The ICLEI World Secretariat is based in Bonn, Germany and houses the ICLEI Global Communications team and the ICLEI Capacity Center. The ICLEI Global Communications team is responsible for communicating ICLEI's work clearly and appropriately to broad audiences through various products and services (press outreach, websites, social media, etc). The ICLEI Capacity Center serves key organizational functions for the entire global organization and implements and/or manages projects within the World Secretariat.

We are offering a position as

Web Programmer (Junior Officer)

in the World Secretariat in Bonn, Germany, to support ICLEI's global communications and knowledge management work.

Tasks:

The Web Programmer will support the ICLEI's global communications and knowledge management teams by:

- Supporting the development and programming of ICLEI's global and project websites and mobile applications
- Working closely with ICLEI's global and project teams to provide advice and guidance, to gather and refine technical specifications based on user needs, to develop detailed specification documents with clear project deliverables and timelines and to ensure the timely completion of deliverables.
- Programming, coding and installing websites and mobile applications
- Determining and designing appropriate architecture and data-driven application, as well as identifying and other technical solutions and making relevant recommendations to ICLEI's global and project teams
- Converting raw images and layouts from ICLEI's visual designer into CSS/XHTML themes.
- Using web development software to integrate databases and other information systems.
- Designing and implementing user-driven templates, databases and interfaces.
- Testing websites and applications on various web browsers, identifying technical problems and trouble shooting
- Creating and maintaining software documentation
- Coordinating communication projects and ensuring accurate deliverables from external agencies, freelance developers, etc.
- Regularly updating and maintaining existing websites and web applications
- Registering web domain names, organizing the hosting of ICLEI websites

- Supporting the communications and knowledge management works of various projects, including providing inputs on issues relevant to web and online materials

Requirements:

- Degree in a relevant subject such as Web Development and Programming
- Knowledge of CSS, HTML/XHTML programming and other web programming languages (PHP, ASP or JSP)
- Experience with different content management systems (TYPO, WordPress, Drupal)
- Experience with working with relational database systems such as MySQL, MSSQL or Oracle and a good working knowledge of SQL
- Experience with developing and implementing open source software projects
- Client-oriented, creative, motivated and pro-active attitude
- Organized working style, ability to follow through and deliver results
- Ability to work well under pressure
- Good communications skills
- Strong interest in the areas of cities and local government, urban planning & management, environmental sustainability, and mitigation and adaptation to climate change is an asset
- Excellent command of English (written and spoken); proficiency in another language (esp. German) is considered as an additional asset.

Terms and conditions:

- The position is available for one year starting from July 2015 at the ICLEI World Secretariat in Bonn, Germany. The position is within ICLEI's Communication team; the Junior Officer will report to the Head of Communications and the Head of ICLEI Capacity Center. There is a possibility of contract extension after the aforementioned period.
- The title is "Web Programmer". The salary will reflect qualifications and experience and, for those meeting the above requirements will be between 21,500 – 24,000 Euro gross/year.
- Workings hours: 40h per week; 30 days of paid leave per year
- Working language: English
- Non-EU citizens are also welcome to apply but due to legal requirements, applicants must be eligible to obtain the appropriate work permit for Germany prior to the start of the position.

Application

By email to jobs.bonn@iclei.org. Please include "Web programmer (Junior Officer)" in the subject line and send us:

- A letter of motivation
- Your recent CV (3 pages at most)
- Examples of work or links to previous web project
- Indication of possible start date
- Indication of citizenship (and if non-EU, whether you are holder of a work permit for Germany)

Be aware that applications are 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.

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