

## Job opportunity in Bonn, Germany – Join ICLEI – Local Governments for Sustainability!

Deadline 12 September 2016



ICLEI - Local Governments for Sustainability is the world's leading network of over 1,500 cities, towns and metropolises committed to building a sustainable future. By helping the ICLEI Network to become sustainable, low-carbon, resilient, ecomobile, biodiverse, smarter, resource-efficient and productive, healthy and happy, with a green economy, we impact over 20% of the world's urban population.

The EcoMobility Team in the ICLEI World Secretariat is searching support for the implementation of current projects, including the EcoMobility Alliance and the EcoMobility World Festival and Congress (Kaohsiung, October 2017) and/or advancing this working area in general, to strengthen the entire team.

The position will have both a thematic and administrative focus and hence a high interest in sustainable urban mobility is essential. The level and focus of the position and related salary will be determined according to the available applications and internal considerations regarding qualifications, skills and personality to allow for a well-rounded and highly functioning team.

We are offering a position as

### **(Junior) Officer, EcoMobility**

The successful candidate will be a part of the international EcoMobility Team at the ICLEI World Secretariat based in Bonn, Germany. The position is attractive for (young) professionals interested in a dynamic working environment, working as part of a growing team.

#### **Tasks include:**

##### **Supporting the EcoMobility World Festival 2017 and Congress by**

- Providing input to the design and development of the Festival and Congress;
- Implementing tasks according to the EcoMobility World Festival work plan in cooperation with the host city and the service provider for the host city;
- Assisting in revising, updating and securing implementation of the work plan after consultation with the Program manager and in coordination with host city;
- Handling administrative matters of the EcoMobility World Festival and the Congress;
- Drafting and updating of content, news bits, and other information on the EcoMobility World Festival website in English.

##### **Support the EcoMobility work of ICLEI as such by**

- Supporting the production of thematic newsletters, fact sheets, and technical reports;
- Supporting the preparation of media releases and communication material, in coordination with the ICLEI communications team;
- Assisting in co-organizing sessions at international events;
- Representing the team in EcoMobility related events;
- Being part of project design, proposal writing and acquisition for EcoMobility related projects.

### **Requirements:**

- Academic background: a completed degree in international development, public relations, public administration, urban planning, or urban mobility;
- Knowledge of sustainable transportation issues is essential;
- At least 1 year work experience (Junior Officer) or 3 years work experience (Officer);
- Experience in managing work plans and organizing events is essential;
- Language skills: High proficiency (oral and written) of English is essential; further languages (especially German and/or Chinese Mandarin) are a strong asset;
- Experience in researching, editing and laying out publications are desired;
- Computer skills: Microsoft Office; experience with web content management (preferably Typo 3, Wordpress);
- Desire to learn new topics and suggest new areas of work within the ecomobility field is an asset;
- Motivation to work in a multicultural environment.

### **Terms and conditions:**

- The position is for a duration from 15 September 2016 to 31 December 2017 at the ICLEI World Secretariat in Bonn;
- Further extension of this position is possible and depends on performance and availability of projects;
- The position is within ICLEI's EcoMobility team and the (Junior) Officer reports to the EcoMobility Program Manager;
- ICLEI is offering an annual salary of 22,000-30,000 EUR before tax and social insurance fees for the full time position: The position and salary will be commensurate with applicant's skills and experience;
- Working hours: 40h per week; 30 days of paid leave per year;
- Working language: English.
- Due to legal requirements, applicants must be eligible to obtain an appropriate work permit for Germany prior to the start of the position.

### **Application:**

By email to [jobs.bonn@iclei.org](mailto:jobs.bonn@iclei.org). Please include "(Junior) Officer, EcoMobility" in the subject line and send us:

- A letter of motivation
- Your recent CV (3 pages at most)
- 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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**Further information**

<http://www.ecomobility.org>.

[www.iclei.org](http://www.iclei.org)