

## **Project Assistant - Sustainability Management & Urban Governance**

**Start date: 1 February 2011**

**Duration: 12 months**

**Deadline for application: 15 January 2011**

The European Secretariat of ICLEI – Local Governments for Sustainability, based in Freiburg, Germany, has opened the position for a Project Assistant in the field of sustainability management and urban governance.

ICLEI promotes the integrated and cyclical sustainability management for public services and the management of all natural resources and ecosystem services. Local governments -together with all stakeholders in charge – have a key role to play in managing sustainability and natural resources in an efficient and responsible way. ICLEI's member cities drive innovation by pioneering the development and application of new processes, instruments, methods and tools for local sustainability. The further development of Local Agenda 21 into a coherent and mainstreamed local governance process, combined with the application of cyclic and integrated sustainability management systems, is one of the major aims of ICLEI's current work in Europe.

The Programme Assistant - Sustainability Management and Urban Governance will take over implementation tasks, defined either by the Programme Director Sustainability Management or the Programme Director Urban Governance.

### **Tasks and responsibilities:**

- Supporting the implementation of current water management projects – and in particular the project ACCES-Sanitation;
- General assistance and organisational support for the work organisation of the Sustainability Management and Urban Governance team;
- Assistance in preparing project proposals and tenders;
- Assistance in organisational tasks within funded projects predominantly (but not only) for projects related to managing climate change responses, e.g. support in organising events, communication with partners and clients, documentation and minutes, as well as desk research on specific topics;
- Assistance to the programme director.

### **Skills and qualifications:**

- Academic degree in a relevant subject, such as sustainable public management, natural resource management, environmental governance, environmental economics, urban planning and environment and development;
- At least one year of work experience in a related field;
- Basic knowledge eg in climate change, climate adaptation, biodiversity, or ecosystem services as well as of sustainable development more broadly;
- Creative, forward-thinking and with proactive attitude;
- Confidence with communication, especially when dealing with external partner
- Good organisational skills;
- Capacity to work both independently and with an international team;
- Ease in writing different types of text for various target groups and serving distinct purposes;
- Fluency in English, good proficiency in German, other languages of advantage;
- Proficiency in MS Office and basic skills in InDesign and web content management.

**Conditions:**

- Full-time position with 40 working hours per week;
- Annual gross salary bracket € 22,500 – 24,200;
- Place of work: ICLEI European Secretariat, Freiburg, Germany;
- Proportional share of six weeks of paid leave per year;
- Working language: English;
- Applicants must hold EU citizenship or valid EU residence permit and a valid German work permit. Applications not meeting these conditions can unfortunately not be considered.

Please apply in writing, including a CV and letter of motivation to:  
[jobs-europe@iclei.org](mailto:jobs-europe@iclei.org)

For more information about ICLEI visit:  
[www.iclei-europe.org](http://www.iclei-europe.org)