ICLEI is a global network of over 2000 cities and other subnational governments committed to building a sustainable future. ICLEI provides technical services, capacity building, networking opportunities and cutting-edge urban solutions to its network cities 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) 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).

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 to ensure a more sustainable future. As an office that deeply cares for the cities 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 diversity of skills and experiences in our team of well over 50 staff that spans from those that have worked internationally at diplomatic and at technical levels, carrying Masters and Doctorate degrees, to those that are experienced practitioners in the fields of urban planning, economics, sustainability, social & 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 to their repertoire.

ICLEI Africa has the pleasure to invite suitably qualified individuals to apply for the position(s) below, to join our African and / or Cities Biodiversity Center teams of dynamic urban sustainability professionals. Please see submission details at the end of this document.

Global Coordinator: CitiesWithNature & RegionsWithNature
ICLEI Cities Biodiversity Center
(24-month fixed term contract position based in Cape Town with the potential of renewal)
REF – Global Coordinator: CWN & RWN

ICLEI CBC is looking for a suitably qualified and experienced individual who is passionate about nature, cities and people, to apply for the position of Global Coordinator: CitiesWithNature & RegionsWithNature, managed globally from our Cities Biodiversity Center.

CitiesWithNature, ICLEI’s flagship and bespoke global programme on nature and cities, serves cities and regions from around the world with technical and advocacy services, tools and offerings on mainstreaming biodiversity and nature. We are looking for a candidate who is a highly self-motivated, dynamic and enthusiastic, has a flair for marketing and communications, excellent networking and motivational skills, enjoys a challenge and feels comfortable engaging with people at different levels.

The post involves promoting CitiesWithNature and its sister platform, RegionsWithNature which is currently under development, recruiting cities and regions from around the world, and building strategic
partnerships. The successful candidate must have strong organisational, coordination and promotion skills, and proven experience in the following areas:

- Liaison and networking among a wide range of public officials (executive and technical) and high-level representatives of international partner organisations at different levels, as well as experts and executives from NGOs, the academic and business sectors, professionals and stakeholders
- Marketing and promotion of concepts, value propositions and programmes
- Creative communications (verbal, written, social media, web-based etc.) to diverse audiences
- Development and implementation of multi-year work programmes
- Business development and mobilising resources

Candidates who demonstrate exceptional communication and marketing/promotion skills combined with a keen interest for, and proven experience in, nature and cities and web-based media and communication platforms, will have an added advantage.

Candidates should demonstrate a strong city/local and subnational government orientation and focus; as well as a well-developed awareness of the role cities and regions play in biodiversity conservation, and the overall resilience of cities.

Requirements:

- Relevant Master’s or equivalent qualification
- A minimum of 3 years of relevant work experience, preferably within, or closely with, local or other subnational governments, or at global level
- Ability to work both independently and collaboratively in multiple and multi-disciplinary teams in a highly dynamic, adaptive, and creative environment, with various project teams, ICLEI management, high level political leadership, academic and technical experts, the United Nations and other international organizations and the private sector on behalf of ICLEI
- Ability to produce reports, popular articles, communication, promotional and social media material, and to promote, enhance and expand the projects and partnerships he/she is involved in
- Innovative, passionate, and conscientious individual with a ‘can-do’ attitude who can think on his/her feet and harness well-established networks to further build ICLEI’s good reputation and networks internationally
- Ability to work with, and keen interest in, technology and digital media, and web design;
- Strong inter-personal, organisational, and coordination skills and ability to work on both practical, hands-on activities and high-level strategic tasks simultaneously
- Ability to work across research, practical, technological, communications, and project domains
- Ability to manage complex projects and multiple stakeholders, adapt to changing circumstances and contexts, work with tight deadlines, thrive under pressure, and be comfortable with complexity and a dynamic working environment
- Experience in marketing concepts and programmes, communications and the associated ability to design and implement campaigns and projects related thereto, will be an added advantage.

Further Requirements:

- Problem-solving and analytical skills, well-organised, attention to detail and quality, and a structured and pro-active working style
- Excellent written, presentation and verbal communication skills in English
- Valid code B driving license, with at least one year’s driving experience
- Must have a passion for, and willingness to, travel extensively, locally and internationally (within obvious limitations such as through the current Covid-19 pandemic)
- Knowledge of the global geo-political context
- Proficiency in another global language, especially French/Spanish/Arabic/Chinese/Portuguese will be a strong added advantage
• Interest in continuous learning and professional development, and an eagerness to grow within the company and team in an environment that actively supports and steers progress and encourages advancement in line with performance

Manager: Energy and Low Emission Development
(24-month fixed term contract position based in Cape Town with the potential of renewal)
REF – Manager: Energy & LED

ICLEI Africa is looking for a highly-skilled candidate to work with us in creating an enabling environment to improve energy security and access on the African continent via low carbon interventions.

The position is suitable for someone with strong and proven leadership skills, extensive project and people management expertise, and a passion for making a difference in African cities.

Candidates, via their applications, should provide evidence of the following experience:
• Leadership roles played in the energy and climate change field.
• Project management experience leading multi-year and multi-million rand projects on the continent
• Proven experience in managing diverse teams
• Proven experience demonstrating ability to work with multi-sectoral stakeholders in Africa to develop policies and practices that promote climate change mitigation, energy efficiency, renewable energy and energy access
• Unlocking climate finance at the local level, and the multi-level governance processes necessary to do so
• Curating, facilitating and delivering in-person and remote capacity development activities with the public and private sector
• Led stakeholder engagement, development of strategic partnerships, business development, project acquisition, and resource mobilisation
• Knowledge of government processes, procedures and mandates on the African continent

Requirements of this position:
• Relevant Honours, Masters or PhD degree in energy, engineering, economics, science, or a qualification from an equivalent numerate discipline
• At least 7 years of relevant fulltime work experience, preferably in strategic, leadership and/or managerial roles
• Ability to handle all aspects of project management, including budgeting, financial and narrative reporting, and people management
• Excellent analytical and succinct writing skills
• Excellent public speaking and facilitation skills
• Ability to think strategically and pioneer innovative solutions relevant to the context of multiple African cities
• Ability to multi-task and practise agility and flexibility in the delivery of projects and programmes
• Ability to produce cutting-edge technical reports, academic papers, popular articles, promotional and social media material, and to promote, enhance and expand the projects and partnerships he/she leads at ICLEI Africa
• Innovative individual with a ‘can do’ attitude who can think on her/his feet and harness well-established networks to further build ICLEI’s good reputation and networks across Africa and internationally
• Experience working in multiple African countries and cities
- High levels of diplomacy and engagement expertise, especially with high-level government stakeholders such as Mayors and Ministers and leaders in the relevant private, particularly climate finance sectors
- Experience with leading the development and delivery of in-person and online training, webinars and/or virtual events
- Be located in Cape Town or able to relocate to Cape Town within 2 months of accepting an offer from ICLEI Africa
- Aptitude for working with numbers, and proficiency in Microsoft Excel
- Excellent English and/or French language (including writing) skills
- Proficiency in all Microsoft Office programmes
- Knowledge of experience with climate finance applications and processes, greenhouse gas inventory development, as well as energy related scenario building, target setting and monitoring, and reporting and verification processes
- Proficiency in French and/or Portuguese over and above English will be a strong added advantage

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**Senior Professional Officer/ Professional Officer:**

Energy and Low Emission Development

(24-month fixed term contract position based in Cape Town with the potential of renewal)

REF – SPO/ PO: Energy & LED

ICLEI Africa is looking for a highly-skilled candidate to work with us in creating a conducive environment for improving energy security and climate resilience in African cities, and utilising climate finance and market-led interventions to do so. An important area of work to be tackled by the successful candidate, will be to contribute to the creation of suitable conditions for local governments to engage with the private sector in planning and delivering sustainable energy and climate resilient services.

The position is suitable for someone with a strong technical background related to climate finance, climate change mitigation, energy access and energy poverty.

We are looking for someone to join our team to contribute strongly to the progression of our energy and climate change work on the continent; working with sub-national and national stakeholders to enable a reduction in future urban emissions and increased access to sustainable energy in African cities.

**Candidates, via their applications, should provide evidence of the following experience:**

- Having worked with stakeholders in Africa to develop policies and practices that promote climate change mitigation, energy efficiency, renewable energy and energy access. It will be advantageous if this experience is related to work with the public sector and at the sub-national level
- Worked with stakeholders to unlock climate finance at the local level
- Conducted planning, management and implementation of projects, with proven experience of working in multi-disciplinary project teams
- Trained stakeholders in-person and remotely on topics of energy access, climate change mitigation and/or climate finance, having experience with workshop design and facilitation
- Stakeholder engagement, development of strategic partnerships, business development, project acquisition, and resource mobilisation

**Requirements of this position:**

- Relevant post-graduate in energy, engineering, economics, science, or a qualification from an equivalent numerate discipline
• At least 5 years’ experience for a Senior Professional Officer application, and at least 2 years’ experience for a Professional Officer application
• Proven experience in project management, delivering outputs with high quality and significant benefit to stakeholders
• Aptitude for working with numbers, and proficiency in Microsoft Excel
• Excellent writing ability
• Good public speaking and facilitation skills
• Proficiency in Microsoft Office programme, especially Excel, Word and PowerPoint
• Ability to engage professionally and diplomatically with politically and technical officials in African sub-national and national governments
• Knowledge of/ experience with climate finance applications and processes/ greenhouse gas inventory development/ energy related scenario building/ energy target setting and monitoring/ climate change reporting and verifications processes.
• Experience with developing and conducting in-person and online training, webinars and/ or virtual events.
• Ability to produce high quality technical reports, academic papers, popular articles, promotional and social media material.
• Ability to promote, enhance and expand the projects and partnerships he/ she is involved in.
• Innovative and agile individual with a 'can do' attitude who can think on her/ his feet and harness well-established networks to further build ICLEI's good reputation and networks across Africa and internationally.
• Be located in Cape Town or able to relocate to Cape Town in the next 6 months.
• Proficiency in French and/ or Portuguese will be a strong added advantage

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Advocacy and Protocol Officer
(24-month fixed term contract position based in Cape Town with the potential of renewal)

REF – Advocacy and Protocol Officer

ICLEI Africa and its CBC office is looking for a dynamic and seasoned advocacy and protocol officer to support the Regional Director in a wide range of global and African advocacy programmes, including extensive work at global level with the United Nations processes related to the Rio Conventions (the UNFCCC, the CBD and the UNCCD) and the global sustainable development agenda. The incumbent will be responsible for political and diplomatic liaison for and with high level political and other leaders globally, in Africa and at city level. The Officer will lead, in support of the Regional Director's office, the facilitation of local and national leaders' participation in international and African Union (AU) advocacy and outreach efforts, such as high-level speaking opportunities and attendance of formal UN, AU negotiations and related events.

Our work is focused on a range of urban sustainability issues, including climate change, energy and resilience, biodiversity and nature-based solutions, and urban systems. Our primary audience is local government leaders and officials in Africa, yet our advocacy efforts reach far beyond these, as ICLEI often leads-or co-leads international advocacy efforts on behalf of the subnational government constituency towards the United Nations and other actors.

The job incumbent needs to be an experienced diplomat who is very familiar with international and political protocol and geopolitics, and should be very comfortable to support a wide range of political and other leaders to prepare for, attend and participate in the global development agenda and related formal and informal processes.
A highly diplomatic and conscientious individual with a ‘can do’ attitude who can adapt quickly, work well under pressure with multiple stakeholders at different levels, and think on his/her feet is required for this position.

The job will include the following and the successful candidate should have proven expertise/skills in these areas:

- International diplomacy and protocol, preferably in the UN context
- A deep understanding of the UN processes related to sustainable development, including but not limited to the Rio Conventions, the New Urban Deal, the SDGs and related processes
- Excellent written and spoken language skills in English and preferably at least one more internationally used language, ideally French
- Excellent and proven skills related to writing and preparing speeches / speaking notes for leaders on a variety of developmental topics, specifically related, but not limited to climate change, energy, biodiversity, development financing and related socio-economic and environmental urban agendas
- Technical skills related to physical as well as online, virtual platforms and meeting procedures

The following would be advantageous:

- Experience in working in the United Nations and/or the African Union in similar roles
- Fluency in more than one or several internationally used languages, preferably French or Portuguese, in addition to English, which is a compulsory skill
- Experience in working with/in different levels and structures of government
- A demonstrated understanding of/experience in the environmental and/or global development fields
- Experience in working in globally and/or other parts of Africa outside of South Africa
- Experience working with UN agencies and/or other global actors in the development field
- An interest in African and global current affairs, geopolitics and development issues
- An understanding, preferably first-hand, of the advocacy work undertaken by city networks such as ICLEI

Requirements:

- Relevant post-graduate degree or equivalent qualification
- At least 5 years of relevant dedicated work experience related to the above listed areas
- Excellent English written, presentation and verbal communication skills
- High levels of diplomacy
- High levels of attention to detail, accuracy and quality
- Highly computer literate
- Diplomatic, with professional demeanour
- Innovative and motivated individual with a ‘can do’ attitude who can think on his/her feet
- Ability to work both independently and collaboratively in multiple and multi-disciplinary teams in a highly dynamic and creative environment
- Ability to be flexible about work responsibilities, prioritise and thrive under pressure
- Ability to handle multiple tasks concurrently, effectively and accurately
- Problem-solving and analytical skills, patience, and a well-organised, structured, methodical and pro-active working style
- Must have a willingness to, travel, locally and internationally
ICLEI Africa is looking for a dynamic passionate individual who excels in the field of financial management and project financial planning & reporting.

Reporting to the Financial Manager and working within a small Finance Department, the successful candidate will be responsible for, but not limited to:

- Managing the finances of small to large scale projects, including being responsible for all financial reporting of projects as required by various donors and clients
- Setting up and managing regular finance meetings with the respective Project Managers
- Following all financial procedures as per ICLEI Africa policies and audit requirements
- Following all financial procedures as per individual project contractual requirements
- Attending to all project invoicing instructed by the Project Managers
- Supporting Project Managers and teams with business development, project forecasts and budgeting for project proposals
- Supporting Project Managers and teams with annual costings, cashflow projections and expenditure forecasts

This position is suited to an individual passionate about working in financial management, with a keen attention to detail and who is looking for an environment that can provide flexible working hours but understanding that all project reporting processes, requirements and deadlines MUST be met at all times. The full scope for this fulltime position will be negotiated and agreed upon with the appointed candidate.

Competencies:
- Attention to detail
- Ability to work accurately and manage time well even when under pressure, and on several and diverse projects at the same time
- Very strong numeric and project finance management skills
- Sound understanding of accounting principles
- Independent and task-orientated worker
- Ability to learn fast and be flexible to accommodate and best serve the needs of several different project managers, donors and clients, also in cases when tight deadlines may coincide with one another
- Strong Excel skills is essential (skills will be tested during or after interview)

Requirements:
- A tertiary level accounting qualification (B Com degree or equivalent)
- Minimum of 5 years proven relevant experience, at comparable level of the advertised position with similar / same responsibilities
- Minimum of proven 2 years of experience with international grants and / or donor funding
- Be located in Cape Town or willing and able to relocate to Cape Town before the starting date of the contract, and willing to work mostly in the ICLEI Africa office, with limited options for work-from-home arrangements
- Be able to start within one month of acceptance of any offer of employment, should the candidate be selected for the position
ICLEI Africa is looking for a dynamic translations officer to support our technical and communications teams with written English/French translation of content (including highly technical documents, popular articles and social media posts). Our work is focused on a range of urban sustainability issues, including climate change, energy and resilience, biodiversity and nature-based solutions, and urban systems. Our primary audience is local government leaders and officials in Africa.

The job incumbent needs to be a conscientious individual with a ‘can do’ attitude who can adapt quickly, work well under pressure with multiple stakeholders at different levels, and think on his/her feet.

The job will include the following and the successful candidate should have proven expertise/skills in these areas:

- Written translation from English to French, and French to English for a francophone African audience
- Translation of technical urban sustainability concepts
- Translation for an African political audience
- Editing and proofreading of French text
- Writing briefs, procuring and managing relevant consultants
- Technical support of interpreters for virtual meetings (Zoom and other platforms)

The following would be advantageous:

- Experience with undertaking remote simultaneous interpretation
- Fluency in Portuguese, and experience with English/Portuguese translation, or another widely used African or global language
- Experience in working with/in different levels and structures of government or in the UN-context
- A demonstrated understanding of/experience in the environmental and/or global development fields
- Experience in working in other parts of Africa outside of South Africa
- Experience working with UN agencies and/or other global actors in the development field
- An interest in African current affairs, geopolitics and development issues

Requirements:

- Relevant post-graduate degree or equivalent language / translation qualification
- At least 2 years of relevant dedicated work experience related to the above listed areas
- Excellent English and French written, presentation and verbal communication skills
- High attention to detail, accuracy and quality
- Highly computer literate
- Diplomatic, with professional demeanour
- Innovative and motivated individual with a ‘can do’ attitude who can think on his/her feet
- Ability to work both independently and collaboratively in multiple and multi-disciplinary teams in a highly dynamic and creative environment
- Ability to be flexible about work responsibilities, prioritise and thrive under pressure
- Ability to handle multiple tasks concurrently, effectively and accurately
- Problem-solving and analytical skills, patience, and a well-organised, structured, methodical and pro-active working style
- Must have a willingness to, travel, locally and internationally, if needed, although this is not foreseen to be a regular requirement
Communications Officer
(24-month fixed term contract position based in Cape Town with the potential of renewal)
REF – Communications Officer

We are looking for a creative, multi-talented Communications Officer, who is passionate about making a positive difference towards a more sustainable world! He/she needs to be a conscientious individual with a ‘can do’ attitude who can adapt quickly, work well under pressure with multiple stakeholders at different levels and think on his/her feet.

The job will include the following and the successful candidate should have proven expertise/skills in these areas:

- Communicating concepts related to sustainability to diverse stakeholders, and in particular, politicians and technical officials
- Writing: Identifying story angles, interviewing, researching, distilling key messages and writing up content for articles and media releases; writing video scripts
- Editing and proofreading
- Website content management: Producing and editing content, and updating websites (e.g. Wordpress)
- Social media: Developing and implementing successful Twitter and Facebook campaigns
- Website and social media tracking
- Production of publications from brief to print
- Collating content (articles, reports, photos and video) from various stakeholders and managing approvals, timelines and deadlines
- Mailing list: Setting up and designing digital mailers (e.g. Mailchimp), producing regular newsletters, growing the mailing list and keeping the mailing list healthy
- Organising and managing webinars and online meetings on platforms such as Zoom and GoToMeeting
- Event planning and organisation of smaller and largescale events (these will now mainly be online)
- Project management: Ability to motivate and coordinate a diverse team to deliver on high quality deliverables on time
- Brand management: Maintaining a professional and positive brand image, ensuring guidelines are adhered to and high standards are upheld

The job will also include these tasks and expertise/skills in these areas is preferable:

- Videography and editing: Briefing, writing scripts and producing both short campaign clips and longer, informative videos, uploading to Youtube
- Podcasts: Briefing and managing the production of podcasts
- Website conceptualisation and the ability to work with a developer to produce a visually appealing and user-friendly, interactive website suited to the target audience
- Photography: Taking photographs and managing photography database

The following would also be advantageous:

- Proficiency in another language spoken in Africa, especially French
- Experience in working with/within government
- Knowledge of the African and global geo-political context

Requirements:

- Relevant post-graduate degree or equivalent qualification
- At least 2 years of relevant work experience related to the above listed areas
- Excellent English written, presentation and verbal communication skills
- Highly computer literate and tech savvy
- Good eye for design
- Good people skills
- Ability to work both independently and collaboratively, in multiple and multi-disciplinary teams across the world, in a highly dynamic, fast-paced and creative environment
- Ability to handle multiple tasks concurrently, effectively and accurately
- Ability to interact with all levels of staff, as well as manage consultants
- Ability to be agile and flexible about work responsibilities, prioritise and thrive under pressure
- Ability to navigate complex organisational and project structures
- Problem-solving and analytical skills, well-organised, attention to detail and quality, and a structured and pro-active working style

All applicants for the above full-time, Cape Town-based positions must be South African residents, or possess permanent residency status or valid work /critical skills permit which enables candidates to be employed on a full-time basis in South Africa.

They should also have a fully functional, dedicated workspace at home for times when they may be required to work remotely (a company laptop will be provided).

Please forward the following:
- comprehensive CV
- covering/motivating letter
- copy of identity document, or in the case of non-South African applicants, a passport or equivalent, including valid work permit
- available starting date
- current and expected salary, and
- three contactable references

to iclei-africa@iclei.org by 17h00 (GMT+2) on 5 February 2021.

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

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.

Applicants who have not been contacted within 60 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 this job advert.

ICLEI Africa is open to applications for internships and volunteering in fields relevant to sustainability on an ongoing basis. Please email your CV with a covering letter (only if in possession of a valid work permit in the case on non-South African applicants) at any time to the same email address as indicated above at any time.