ICLEI is a global network of over 2,500 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).

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 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 to their repertoire.

ICLEI Africa has the pleasure to invite suitably qualified individuals to apply for the position above to join our team of dynamic urban sustainability professionals.

The successful candidate must have a strong scientific/technical background in urban development, economics, systems thinking, socio-technical systems, and working at the city and city-region level, while also being able to effectively and creatively communicate technical subjects to diverse audiences. This candidate is expected to coordinate and grow the RISE Africa Platform, engaging with new and existing partners, and platform participants, as well as to coordinate the annual event and any ad-hoc events throughout the year. Experience and interest in the following areas is required:

- African Urbanism; Sustainable Cities
- Events Management & Logistics,
- Storytelling, Visioning, Futuring, Creative Expression
- Facilitation, Training and Learning Approaches
- Business Development

Strong candidates should be delivery and results-orientated; as well as have a strong city/local government orientation and focus

Requirements:

- Master’s degree in a relevant field (e.g. Urban Studies, Sustainable Development, etc),
• At least 3 years’ experience in project management and team management
• Ability to lead and support planning and implementation of projects and events with proven experience of working in multi-disciplinary project teams, and coordinating between project partners;
• Experience in business development, specifically:
  o writing grant proposals,
  o interacting with private sector
  o soliciting sponsorship and
• Proficiency in French
• A keen desire to learn, experiment, and push knowledge boundaries
• Aptitude for working with numbers, and proficiency in Microsoft Excel;
• Ability to produce technical reports, popular articles, promotional and social media material, and to promote, enhance and expand the projects and partnerships he/she is involved in – a record of peer reviewed publications will be an added advantage; and
• Innovative 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 across sub-Saharan Africa and internationally.

Further Requirements:

• Sensitivity to, and understanding of, Global South / developing contexts, as well as knowledge of African and global geo-political contexts;
• Ability to work both independently and collaboratively in multiple and multi-disciplinary teams in a highly dynamic and creative environment, often engaging directly with high level political leadership, academic and technical experts, the United Nations and other international organisations and the private sector on behalf of ICLEI;
• Ability to be flexible about work responsibilities and thrive under pressure;
• 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;
• Valid code B driving license, with at least one year’s driving experience;
• South African resident/valid work or critical skills permit;
• Must have a passion for, and willingness to, travel extensively, locally and internationally; and
• Proficiency in another global language, especially Arabic, Swahili or Portuguese will be a strong added advantage.

All applicants for the above full-time, Cape Town-based position 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 all of 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 5pm (SAST) on Tuesday 29 June 2021.
Please include the correct reference (REF) in your email subject line and covering letter, to clearly indicate which position you are applying for. (REF – RISE Africa Coordinator)

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.