WE ARE HIRING!

ICLEI is a global network of over 2500 cities and other subnational governments and their associations committed to building a sustainable future. ICLEI provides technical services, capacity building, networking & global representation opportunities as well as cutting-edge solutions to its member and network cities & regions 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 and regions to ensure a more sustainable future. As an office that deeply cares for the constituency 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 a diversity of skills and experiences in our team of well over 60 staff that spans from those that work internationally at the highest of advocacy, diplomatic and 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 and sustainability skills to their repertoire.

ICLEI Africa has the pleasure to invite leading and suitably qualified individuals to apply for the positions below, to join our African and / or Cities Biodiversity Center global teams of dynamic sustainability professionals.

All applicants for the below positions must be aware that these are full-time, preferably Cape Town-based positions, but that there is a level of flexibility to be located elsewhere in exceptional cases or for periods of time, depending on individual and /or project locations.

Candidates should also have a fully Internet-connected, 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:

- covering/motivating letter
- comprehensive CV
- copy of SA identity document, Visa documents to work in South Africa, or in the case of non-South African applicants, a passport or equivalent identification papers
- available starting date
- current and expected salary
- three contactable references
to iclei-africa@iclei.org by 17h00 (GMT+2) on 12 August 2021. Note that all these documents will be treated strictly confidential and only be used internally in ICLEI for this recruitment process.

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

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 and the current salary scales of ICLEI Africa.

Applicants who have not been contacted within 90 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 at any time to the same email address as indicated above at any time.

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**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 subnational 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 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, Ministers, City Managers and leaders in the relevant private, particularly climate finance sectors
● 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
● Experience with leading the development and delivery of in-person and online training, webinars and/or virtual events
● Be located in Cape Town or willing to relocate to Cape Town
● Proficiency in all Microsoft Office programmes
● Aptitude for working with numbers, and strong proficiency in Microsoft Excel
● Exceptional English language skills – writing and speaking
● Proficiency in French and/or Portuguese over and above English will be a strong added advantage

**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 subnational 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 subnational 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 postgraduate 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
- Proven experience in managing teams, to ensure project delivery and success, is necessary for Senior Professional Officer applicants
- Aptitude for working with numbers, and proficiency in Microsoft Excel
- Exceptional English writing and speaking 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 subnational 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 willing to relocate to Cape Town
- Proficiency in French and/or Portuguese will be a strong added advantage

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**Programme Manager**

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

**REF – Programme Manager**

ICLEI Africa is seeking to hire a skilled programme manager, to oversee the implementation of multiple donor-funded sustainability projects and programmes from a technical delivery and budgetary compliance perspective.

The job will include the following and the successful candidate should have proven expertise/skills in these areas:
- Exceptional programme/project manager, well versed in managing (from both technical and budgetary perspectives) several multi-year and multi-million rand programmes and projects
- Strong experience in implementing projects in Africa, and ability to liaise professionally and strategically with in-country stakeholders (Mayors, City Managers, national government leaders, etc.)
public sector staff, private sector individuals) and partners (high-level academics and researchers, private sector representatives and civil society leaders) in ways that increase the effectiveness and efficient delivery of programmes and projects

- Ability to make strategic linkages and build on ICLEI Africa’s networks and partnerships, for maximum benefit to and impact in cities and subnational governments in ICLEI Africa’s network
- Exceptional 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 technical project reports, budgets, and financial forecasts; the latter working in close collaboration with ICLEI Africa’s experienced financial management team
- Ability to manage highly qualified and skilled staff members from various project teams, to ensure timeous delivery of high-quality outputs
- Technical skills related to physical as well as online, virtual platforms and meeting procedures
- Experience in managing multiple and diverse donor/ grant-funded programmes, and adhering to donor reporting requirements. Knowledge of donor systems and programmes will be a significant advantage
- Possess a strong skill set and experience in partnership management and business development
- Able to strategically engage with relevant partners, in ways that are beneficial to ICLEI’s constituents, and in securing funding to further ICLEI’s sustainability work on the continent
- Knowledge in the fields of sustainability, climate change, biodiversity, nature, urban and regional systems, circularity, food systems, waste and water management, would be an added advantage

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
- Innovative and motivated individual with a ‘can do’ attitude who can think strategically on his/ her feet
- Ability to work both independently and collaboratively in multiple and multi-disciplinary teams in a highly dynamic and creative environment and to lead diverse project teams to successfully deliver projects
- Ability to be flexible about work responsibilities, prioritise with ease and thrive under pressure
- Ability to handle multiple tasks concurrently, effectively and accurately while meeting fixed deadlines
- Problem-solving and analytical skills, patience, and a well-organised, structured, methodical and proactive working style
- Must have a willingness to travel, locally and internationally

Senior Professional Officer: Human Rights
(24-month fixed term contract position based in Cape Town with the potential of renewal)

REF – SPO: Human Rights

ICLEI Africa is looking for an experienced and highly-skilled candidate to work with us in creating a conducive and enabling environment to mainstream human rights-based approaches and their application to development projects and programmes, including project design, implementation, and monitoring, evaluation and learning (MEL). An important area of work will be to contribute to the creation of suitable conditions for local and subnational governments to foster human rights-based approaches at the local level. We are looking for a conscientious individual with a ‘can do’ attitude who can adapt quickly, work well under pressure
with multiple stakeholders at different levels and think strategically on their feet. He/she should ideally have experience in negotiating, and communicating concepts related to sustainability, with a focus on human rights-based approaches to diverse stakeholders, and in particular, local communities, politicians and technical officials.

The successful candidate should have proven expertise/skills in these areas:

- Project implementation: Planning, management and implementation of projects and programmes; support in providing advice and guidance for strengthening and mainstreaming of human rights-based approaches into ICLEI projects, processes and stakeholder engagement, and in achieving project deliverables that are human rights-based orientated
- Awareness raising about human rights, human-rights based approaches and best-practices among right holders and duty bearers
- Report writing: Contribute to/ write a variety of reports, briefings, statements etc.
- Research about current and emerging trends by analysing programme, projects, strategies, approaches and ongoing experience for lessons learned, best practices, and share with management for use in knowledge sharing and planning future strategies
- Leading and guiding fieldwork, including facilitating and contributing to engagements between right holders and duty bearers
- Contributing to articles, promotional, communications and social media materials on the project activities as well as the thematic materials about human rights
- Building and contributing to human rights knowledge networks and communities of practice
- Building capacity of staff and partners on human rights-based approach and human rights strategies

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

- Working with stakeholders in Africa to develop policies and practices that promote human-rights based approaches within development projects focussed on sustainable development;
- Training stakeholders on human-rights based approaches, and associated topics;
- Workshop design and facilitation; and
- Development of strategic partnerships, business development and project acquisition, and resource mobilisation.

The following would also be advantageous:

- Proficiency in another language spoken in Africa, especially French
- Experience in working with or within government
- Knowledge of African and global geo-political and development contexts
- Culturally sensitive, and accommodating of perspectives, ideas, issues and challenges voiced by people from varied cultures
- Negotiation experience (particularly within the field of human rights and people-centred approaches)

Requirements:

- Relevant post-graduate degree or equivalent qualification in Human Rights, Gender Studies, Social and/or Development Sciences, Environmental Law or related field(s)
- A minimum of five years (with Masters’ degree (or equivalent)) of relevant experience at the local, national and/or international level in human rights-based approaches, equity, gender equality and related sustainable development fields
- Excellent English written, presentation and verbal communication skills
- Good interpersonal skills
- 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
- Individuals who are prepared to build new, add to and harness well-established networks to further build ICLEI’s reputation and networks across Africa and internationally
- An individual who can take initiative, is innovative, has keen observation skills and can apply critical thinking, problem solving and systems thinking approaches
• Ability to work both independently and collaboratively, in multiple and multi-disciplinary teams across the world, in a highly dynamic, fast-paced environment, and proven experience of working in multi-disciplinary project teams
• Good diplomacy skills and ability to engage directly with high level political leadership, academic and technical experts, community leaders, the United Nations and other international organisations, as well as the private sector on behalf of ICLEI
• Experience and understanding of implementing human rights-based approaches projects and programmes
• Experience in design, monitoring, evaluation and learning (MEL) of human rights-based approaches in projects and establishing inter-relationships among international organizations, regional, national and local governments
• Experience of working with relevant stakeholders from the governmental and non-governmental institutions involved in human rights-based approaches and their application at the national and sub-national levels

Further requirements:
• Ability to be agile and flexible about work responsibilities
• Possess analytical skills, be well-organised, with attention to detail and quality, and have a structured and proactive working style
• Valid code B driving license, with at least one year's driving experience
• A valid identification document or passport. Must have a passion for, and willingness to travel locally and internationally if required

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.

Experience and interest in the following areas is required:
• African Urbanisation Trends & Urban strategies; Sustainable Cities
• Circular Economy OR Urban Food Systems OR Urban Mobility such as in the fields of:
  ○ urban metabolism, resource economics, agribusiness, food security, transport planning, inclusive mobility, etc.
• Systems thinking and Systems approaches
• Facilitation, Training and Learning Approaches

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

Requirements:
• Masters degree in a relevant field (e.g. Urban Planning or Design, Social Science, Sustainable Cities, Economics, Development Studies, etc.
• At least 3 years’ experience in project delivery and implementation
• Ability to lead and support planning and implementation of projects and events with proven experience of working in, multi-disciplinary project teams, and undertaking applied research;
• Experience with quantitative analysis and/or statistics
- 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
- 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 proactive working style
- Excellent written, presentation and verbal communication skills
- 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
- Proficiency in another global language, especially Arabic, French, Swahili or Portuguese will be a strong added advantage

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**Professional Officer: Urban Nature & Nature-based Solutions**

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

**REF – PO: Urban Nature**

We are looking for a highly-skilled candidate, who is passionate about nature, biodiversity and sustainability, to work with us in creating a conducive enabling environment to mainstream nature and biodiversity in policy and development projects and programmes. He/ she should be passionate about making a positive difference towards a more sustainable world! We are looking for 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 Professional Officer should ideally have experience in communicating concepts related to nature, biodiversity and sustainability to diverse stakeholders, and in particular, politicians and technical officials, or be passionate about it. The successful candidate must also have a strong scientific/ technical background in conservation/ natural resource ecology at the landscape and systems level, applying nature-based solutions and a keen interest in urban development, multi-level governance and working at the city and city-region level.

The job will include the following and the successful candidate should have proven expertise/skills in these areas:
- Development, implementation and mainstreaming of biodiversity and nature-based solutions into urban sustainability and development policy, strategy and action plans, and land use and spatial planning at subnational (city and regional) government level, with specialised skills and experience in one or more of the following fields: • nature-based solutions & ecosystem-based adaptation • ecosystems assessment • landscape and systems level conservation • green/blue (ecological) infrastructure • urban nature systems, including food systems • integrated coastal management •
urban transitions and sustainable development • conservation ecology in urban contexts • multi-level governance approaches and implementation • mainstreaming nature into urban planning

- Planning & implementation of projects with proven experience of working in, and managing multi-disciplinary project teams
- Undertaking applied research and writing up findings in scientific and popular publications
- Report writing
- Stakeholder engagement, strategic partnerships, business development and acquisition, resource mobilisation and partnership development.

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

- Event and webinar/online meeting planning and organisation
- Experience working with local and subnational governments in Africa
- Experience working on multi-country projects

The following would also be advantageous:

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

Requirements:

- Relevant post-graduate degree or equivalent qualification in conservation/urban ecology, urban planning, environmental science, urban sustainability or associated field
- At least 3 years of relevant work experience related to the above listed areas
- Excellent English written, presentation and verbal communication skills
- Computer literate
- 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 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 proactive working style