



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 team of dynamic sustainability professionals.

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 28 January 2022. 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.

Good team fit within the ICLEI team will be a consideration for all posts.

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.

Manager: Climate Change Resilience (permanent position)

REF – Manager: Climate Change Resilience

ICLEI Africa is looking for a highly-skilled candidate to work with us in creating an enabling environment to improve climate change resilience on the African continent, and to work closely with all ICLEI regional offices in progressing ICLEI's climate resilience and climate change adaptation portfolio of work.

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

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

- Leadership roles played in the climate change adaptation and climate resilience field
- Strategic thinking and programme 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, and globally, to develop policies and practices that promote climate change adaptation, increased resilience to climate change, and harnessing people and nature-based solutions to reduce climate change vulnerabilities
- Unlocking finance at the subnational level for climate change adaptation actions, and the multi-level governance processes necessary to do so
- Leading, curating, facilitating and delivering in-person and remote capacity development activities with the public and private sector
- Leading stakeholder engagement, development of strategic partnerships, business development, project acquisition, and resource mobilisation
- Extensive knowledge of government processes, procedures and mandates on the African continent

Requirements of this position:

- Relevant Masters or PhD degree in climate change or related field
- At least 7 years of relevant work experience, preferably in strategic, leadership and/ or managerial roles
- Ability to handle all aspects of programme 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 for adaptation, development of policies and plans to enhance climate resilience, as well as target setting and monitoring, and reporting and verification processes for climate change adaptation
- Experience with leading the development and delivery of in-person and online training, webinars and/ or virtual events
- 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

**Professional Officer:
Climate Change Resilience
(24-month fixed term contract position,
with the potential of renewal)
REF – PO: Climate Change Resilience**

ICLEI Africa is looking for a highly-skilled candidate to work with us in creating a conducive environment for improving climate change resilience in African cities, and utilising finance and market-led interventions to do so. An important area of work to be tackled by the successful candidate, will be to build climate resilience while enhancing water security and disaster risk preparedness.

The position is suitable for someone with a strong technical background related to climate change adaptation, integrated water resources management, coastal adaptation and/ or disaster risk reduction.

We are looking for someone to join our team to contribute strongly to the progression of our climate change resilience work on the continent, and to work closely with all ICLEI regional offices in progressing ICLEI's climate resilience and climate change adaptation portfolio of work globally.

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 adaptation, water security and/ or disaster risk reduction. 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 finance for climate change adaptation actions
- 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 climate change adaptation, integrated water resources management and/ or disaster risk reduction
- Stakeholder engagement, development of strategic partnerships, business development, project acquisition, and resource mobilisation

Requirements of this position:

- Relevant postgraduate degree related to the fields of climate change, integrated water resources management and/ or disaster risk reduction
 - At least 2 years of relevant work experience
 - Proven experience in project management and/ or project delivery, delivering outputs with high quality and significant benefit to stakeholders
 - 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 government institutions
 - Knowledge of and experience with climate change adaptation, integrated water management resources and/ or disaster risk reduction policies and practices
 - 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
 - Proficiency in French and/ or Portuguese will be a strong added advantage
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