ICLEI is a global network of over 2,500 cities and other subnational governments and their associations committed to building a sustainable future. ICLEI provides technical services, capacity building, networking and global representation opportunities, as well as cutting-edge solutions to its member and network cities and 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 23 May 2022. Note that all these documents will be treated as 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.
ICLEI Africa is looking for a highly-skilled candidate to work with Director: Biodiversity, Nature and Health and the Regional Director in creating an enabling environment to improve biodiversity mainstreaming, the management and restoration of ecosystems, and the implementation of nature-based solutions in cities across the African continent; and to oversee the implementation of multiple donor-funded projects and programmes from a technical, delivery and budgetary compliance perspective.

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

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

- Leadership roles played in the biodiversity and nature-based solution field
- Project management experience leading multi-year and multi-million-rand projects on the continent
- Managing diverse teams
- Demonstrating ability to work with multi-sectoral stakeholders in Africa to develop policies, tools and practices that promote biodiversity mainstreaming, ecosystem services assessment; landscape and ecosystem level restoration, conservation and management, and the implementation of nature-based solutions
- Unlocking finance for biodiversity, implementing biodiversity finance instruments at the subnational level, and participating in the appropriate multi-level governance processes
- 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

Requirements of this position:

- Relevant Honours, Masters or PhD degree in biodiversity conservation/urban ecology/conservation ecology, planning, environmental science, or a qualification from an equivalent discipline
- At least 7 plus years of relevant work experience, preferably in strategic, leadership and/or managerial roles (with at least 5 years managerial experience)
- Excellent project management skills including budgeting, financial and narrative reporting, technical guidance 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 practice 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
- Ability 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 sectors, particularly the biodiversity finance sector
• Knowledge of/experience with biodiversity finance instruments
• Knowledge of/experience with developing biodiversity strategies and action plans, monitoring and reporting 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
• Must have a willingness to travel locally and internationally

The following would also be advantageous:
• Proficiency in French and/or Portuguese and/or Swahili
• Knowledge of government processes, procedures and mandates on the African continent
• Experience in working with/within government
• Knowledge of the African geo-political context

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**Manager: Cities Biodiversity Center**  
*(24-month fixed term contract position based in Cape Town with the potential of renewal)*

ICLEI Africa is looking for a highly-skilled candidate to work with Director: Biodiversity, Nature and Health and the Regional Director in strengthening the ICLEI Cities Biodiversity Center (CBC) and enhancing its service offerings. ICLEI CBC is located in Cape Town, South Africa, and embedded in the ICLEI Africa Regional Office. It has an international focus and provides a broad portfolio of supportive technical services, tools and training opportunities on nature and biodiversity, and the linkages between biodiversity, climate, land degradation, oceans and coasts, health and well-being to cities and regions globally.

The successful incumbent will be responsible for managing CBC flagship initiatives such as CitiesWithNature and RegionsWithNature; expanding the CBC portfolio of technical support services, tools and training to the ICLEI Regional Offices, cities and regions; building and maintaining strategic partnerships; coordinating ICLEI’s participation in, and contribution to, the UN Decade on Ecosystem Restoration, the CLEANaction Coalition, World Coastal Forum and other similar international initiatives; and liaison with ICLEI Regional Offices and strategic partners.

The position is suitable for someone with strong and proven leadership skills, extensive programme and people management experience and expertise, sound technical understanding and expertise of the global biodiversity field, and a passion for helping cities around the world reconnect with nature.
The job will include the following and the successful candidate should have proven experience and expertise/skills in these areas:

- Leadership roles played in the biodiversity and nature-based solution field
- Project management experience leading international multi-year and multi-million-rand projects and programmes
- Managing diverse teams
- Demonstrating ability to work with multi-sectoral stakeholders internationally to develop methodologies, solutions, tools and guidelines, which are applicable internationally, to promote biodiversity mainstreaming, ecosystem services assessment, natural capital accounting, biodiversity finance instruments, landscape and ecosystem level restoration, conservation and management, and the implementation of nature-based solutions within the urban and regional contexts
- Developing capacity development and training courses, and curating, facilitating and delivering in-person and remote capacity development activities with the public and private sector
- Developing and maintaining reporting, monitoring, evaluation and learning systems to track biodiversity actions by local and subnational governments
- Leading stakeholder engagement, development of strategic partnerships, business development, project acquisition, and resource mobilisation

Requirements of this position:

- Relevant Honours, Masters or PhD degree in biodiversity conservation/urban ecology/conservation ecology, planning, environmental science, or a qualification from an equivalent discipline
- At least 7 plus years of relevant work experience, preferably in strategic, leadership and/or managerial roles (with at least 5 years of managerial experience)
- Excellent project management skills including budgeting, financial and narrative reporting, technical guidance 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 cities globally
- Ability to multi-task and practice 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
- Ability to promote, enhance and expand the programmes, initiatives and partnerships he/she leads at ICLEI CBC
- 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 internationally
- Experience working in multiple countries and cities globally
- 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 sectors
- Knowledge of/experience with monitoring and reporting systems
- 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 one or more international languages
• Must have a willingness to travel, locally and internationally, and to work across different time zones

The following would also be advantageous:
• Proficiency in other languages besides English, preferably French, Spanish and/or Portuguese
• Knowledge of government processes, procedures and mandates on the African continent
• Experience in working with/within government
• Knowledge of the global geo-political context

ICLEI Cities Biodiversity Center is looking for a dynamic and diplomatic advocacy officer to the support the Director Biodiversity, Nature and Health in a wide range of global advocacy programmes, including extensive work in the United Nations processes related to the Convention on Biological Diversity (CBD) and related multilateral environmental agreements, including the Convention on Migratory Species (CMS) and the Ramsar Convention on Wetlands of International Importance Especially as Waterfowl Habitat; the World Health Organization’s One Health approach; UN processes related to oceans and coasts; and the United Nations Environmental Assembly processes.

The successful incumbent will be responsible for political and diplomatic liaison with high level political and other leaders globally, at subnational level; and will facilitate their participation in international advocacy and outreach efforts, such as high-level speaking opportunities and attendance of formal UN negotiations and related events. He/she needs to be an experienced diplomat who is very familiar with international and political protocol and geopolitics, and is able to support a wide range of political and other leaders to prepare for, attend and participate in the global biodiversity agenda and related formal and informal processes.

The position is suitable for a highly diplomatic and conscientious individual who can adapt quickly, and works well under pressure with multiple stakeholders at different levels.

The job will include the following and the successful candidate should have proven experience and expertise/skills in these areas:
• International diplomacy and protocol, preferably in the UN context
• A deep understanding of the UN processes related to biodiversity, including but not limited to the CBD and its Protocols, CMS, Ramsar Convention, 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 topics, specifically related, but not limited to, biodiversity, ecosystem restoration, migratory species, wetlands, oceans and coasts, nature and health, the linkages between biodiversity and climate change, nature-based solutions/ecosystem-based
approaches, biodiversity financing and resource mobilisation, and related socio-economic and environmental urban agendas

- Experience related to physical as well as online, virtual platforms, webinars and meeting procedures
- Compilation of regular policy and news updates and policy briefs, and content for the CBC and related advocacy websites

Requirements of this position:

- Relevant post-graduate degree, preferably biodiversity-related, or an 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
- Event and webinar/online meeting planning, organisation and presentation
- Must have a willingness to, travel, locally and internationally, and to work across different time zones

The following would be advantageous:

- Experience working in the United Nations and/or in similar roles
- Proficiency in more than one of the UN languages
- Experience in working in different levels and structures of government
- Experience in working globally
- Experience working with UN agencies and/or other global actors in the biodiversity field
- An understanding, preferably first-hand, of the advocacy work undertaken by city and subnational government networks such as ICLEI

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Professional Officer:
Climate Change: Energy & Resilience
(24-month fixed term contract position with the potential of renewal)
Multiple positions available
(location can be discussed)
REF – PO: Climate Change

ICLEI Africa is looking for highly-skilled candidates 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, civil society and the academic fraternity in planning and delivering sustainable energy and climate resilient services.

The positions are suitable for someone with a strong technical background related to climate finance, climate change mitigation, energy access, energy poverty and/or climate change resilience and climate change adaptation.

We are looking for someone to join our team to contribute strongly to the progression of our climate change work on the continent; working with subnational and national stakeholders to enable a reduction in future urban emissions, increased access to sustainable energy, and enhanced climate change resilience 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 sustainable energy access. It will be advantageous if this experience is related to work with the public sector and at the subnational level, and/or
- Having worked with multi-sectoral stakeholders in Africa, 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
- 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 sustainable energy access, climate change mitigation and/or climate finance and/or climate change resilience and adaptation, with experience in workshop design and facilitation
- Stakeholder engagement, development of strategic partnerships, business development, project acquisition, and resource mobilisation

Requirements of this position:

- Relevant postgraduate degree in energy, engineering, economics, science, climate change, environmental science or a qualification from an equivalent numerate discipline
- At least 2 years’ work experience
- Proven experience in project management, delivering outputs with high quality and within deadlines, with significant benefit to stakeholders
- Aptitude for working with numbers and budgets and proficiency in Microsoft Excel
- Excellent writing ability
- Good public speaking and facilitation skills
- Proficiency in Microsoft Office programmes, especially Excel, Word and PowerPoint
- Ability to engage professionally and diplomatically with political and technical officials in African sub-national and national governments
- Ability to play a knowledge broker role between government officials and their counterparts in other sectors, to ensure that ICLEI Africa delivers whole of society solutions
- Knowledge of or experience with climate change planning, implementation of climate change plans, and/or monitoring and evaluation of climate change action at the sub-national scale.
- Climate finance applications and processes, and/or sustainable energy planning, including greenhouse gas inventory development, energy related scenario building, energy target setting and monitoring, and/or climate change reporting and verification, especially in the non-state sector, and in alignment with national government processes, and/or climate change adaptation planning, including risk and vulnerability assessments, adaptation target setting, climate change adaptation implementation plans
- 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, and make linkages between programmes and projects on the continent, and globally, for maximum efficiency and impact
- Innovative and agile individual with a ‘can do’ attitude who can think on her/ his feet, show initiative and drive, and harness well-established networks to further build ICLEI’s good reputation and networks across Africa and internationally
- **Proficiency in French and/or Portuguese (in addition to English) will be a strong added advantage. We strongly encourage French and/ or Portuguese speaking candidates to apply.**

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**Political and Advocacy Officer: North Africa**

*(24-month fixed term contract position based in North Africa, with the potential of renewal)*

**REF – Political and Advocacy Officer**

ICLEI Africa is looking for a highly-skilled, dynamic and seasoned Political and Advocacy Officer to support the ICLEI Africa Secretariat and in particular its future North Africa Regional Office in developing the activities of ICLEI Africa in the North Africa region. Secondary activities will also include a wide range of global and African advocacy, representivity and partnership liaison, including work at the global level with the African Union and United Nations processes related to the Rio Conventions (the UNFCCC, the CBD and the UNCCD) and the global sustainable development agenda.

The incumbent will lead the expansion of the network, reach and members of ICLEI in the North African region and will also be responsible for developing the activities of the ICLEI Africa North Africa Regional Office, by building partnerships and business development opportunities in the fields of sustainability, climate, and energy. The Political and Advocacy Officer will also be responsible for political and diplomatic liaison for and with high-level political and other leaders globally, in the North African region specifically and at the city and local government level as facilitate local, regional and national leaders’ participation in international and African advocacy efforts, such as high-level speaking opportunities and attendance of formal UN, AU negotiations and related events.

The job incumbent needs to be **an experienced diplomat who is very familiar with international and North African 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. The incumbent will especially focus on the Maghreb and Middle East and North Africa (MENA) region and how this influences ICLEI Africa’s work – for example, with regards to preparations for the UNFCCC COP27 in Sharm el Sheikh (Egypt) in November 2022 and COP28 in Dubai (United Arab Emirates) in 2023.

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 (especially in the Arab-speaking world), and think on his/her feet is required for this position.

The incumbent will most likely be based in ICLEI Africa’s Rabat (Morocco) office and should be willing to travel when required, which includes regular visits to our ICLEI Africa office in Cape Town as well.
Candidates, via their applications, should provide evidence of the following experience:

- International diplomacy, especially with high-level government stakeholders such as Mayors, Governors, Ministers and leaders, geopolitics 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 Arabic and English, and preferably in French too (advantageous)
- Excellent knowledge on developmental topics, specifically related, but not limited to urbanization, planning, 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

Requirements of this position:

- Relevant post-graduate degree or equivalent qualification in a field related to development studies, diplomacy, protocol, political science, environmental sustainability, climate science, economics, finance, or a similar field
- At least 5 years of relevant dedicated work experience related to the above listed areas
- Excellent Arabic and English written, presentation and verbal communication skills
- Excellent knowledge of the geopolitical situation in the Maghreb and Middle East and North Africa (MENA) regions, especially at the local level
- Valid working visa for Morocco or Moroccan nationality
- Proven expertise in navigating the complex world of international advocacy
- 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

The following would be advantageous:

- Experience in working in the United Nations, African Union, European Union, etc. in similar roles
- Fluency in English, French or other relevant languages, in addition to the required Arabic language skills.
- Experience in working with/in different levels and structures of government (ideally within the Arab-speaking world)
- A demonstrated understanding of/experience in the environmental and/or global sustainable development fields
- Experience in working globally and/or other parts of Africa or the Middle East
- Experience working with UN agencies and/or other global actors in the development field
- An interest in African (especially North African) and global current affairs, geopolitics, sustainability and development issues
- Lead stakeholder engagement, the development of strategic partnerships, business development, project acquisition, and resource mobilisation
- Knowledge of government processes, procedures and mandates in North Africa
• An understanding, preferably first-hand, of the advocacy work undertaken by city networks such as ICLEI
• Incumbent should ideally be someone who has experience working at a high-level in international organisations/bodies (e.g. United Nations, African Union, European Union, etc.), international institutions (e.g. World Bank, African Development Bank, etc.), international non-profit organisations, city networks, development bodies, etc.