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 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 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 some cases or for periods of time, depending on individual and/or project locations and functions.

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 26 June 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 significant 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 has obtained the global mandate to establish and grow ICLEI’s work in the field of One Health, a concept which is linking the health and wellbeing of people with that on planetary health and healthy ecosystems. Our office is now looking at hiring a dedicated Senior Professional Officer (SPO) in the field to work closely with the Director: Biodiversity, Nature and Health and the Regional Director in creating an enabling environment for mainstreaming the One Health approach in our work with all levels of subnational governments, including cities. The tasks of this SPO will be to develop the approach and associated policies, projects and initiatives within the local and subnational government context in line with emerging global One Health approaches. These tasks will include the development of clear value propositions and tangible project opportunities for ICLEI members, our offices around the world, our partners, donors and funding agencies to co-invest with ICLEI in this approach. Concept and business development will be a key component of this position.

The position is suitable for someone with strong and proven technical skills in the One Health field, business development and leadership skills, project and people management experience and expertise, and a passion for the health and well-being of people and planet alike and for making a positive difference in the urban context.

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

- Technical expertise in several, if not all, aspects of the One Health approach
- Conceptualization, mobilization of and project management experience in leading multi-year and multi-million-dollar projects at regional and / or global levels
- Supporting and motivating diverse teams in different ICLEI offices in One Health initiatives
- Demonstrating ability to work with multi-sectoral stakeholders to develop policies, tools and practices that promote One Health approaches and projects closely linked to the work of the ICLEI Cities Biodiversity center and our Equitable and People-centered and other main pathways
- Unlocking finance for One Health initiatives and associated finance instruments at the subnational level, and participating in the appropriate multi-level governance processes at global level
- Curating, facilitating and delivering in-person and remote capacity development activities with all ICLEI offices, key partners and the public and private sector
- Leading stakeholder engagement, development of strategic partnerships, business development, project acquisition, and resource mobilization

Requirements of this position:

- Relevant Masters or PhD degree in either the health sector, food and nutrition, biodiversity conservation/urban ecology/conservation ecology, planning, environmental science, or a combination of these, or a qualification from an equivalent discipline
- At least 5+ years of relevant post-graduate work experience, preferably in strategic, leadership and / or managerial roles
- 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 and diverse cities and regions
- Ability to multi-task with ease 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
- 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
• High levels of diplomacy and engagement expertise, especially with high-level government stakeholders such as Mayors, Ministers, City Managers, within the UN context and with leaders in the relevant private sectors, particularly in the One Health field
• Can be located anywhere, but with the ability to travel to the ICLEI Africa office based in Cape Town - and elsewhere - on a regular basis and at times for extended periods
• Proficiency in all Microsoft Office programs
• Aptitude for working with numbers, and strong proficiency in Microsoft Excel
• Exceptional language skills – writing and speaking – in English and preferably several other major international languages e.g. French, Spanish, Arabic, Chinese etc.

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 in 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
ICLEI Africa seeks to appoint an enthusiastic, interested individual to join the Urban Systems team as a professional officer, to contribute to the projects and programmes in the Urban Mobility or Circular Cities portfolios. The successful candidate must have a strong scientific/technical background in urban development, resource economics, finance systems, systems thinking, 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:

- Circular Economy OR Urban Mobility
- Unlocking Development Finance & Investment
- African Urbanisation Trends & Urban Policy; Sustainable Cities
- 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; 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;
- Must have a passion for, and willingness to, travel extensively, locally and internationally; and
- Proficiency in another global language, especially Arabic, French, Swahili or Portuguese will be a strong added advantage.
ICLEI Africa’s growing portfolios of work in African urban contexts require technical support in tracking important African urbanisation and human development trends and indicators. Further, promoting sustainable development in African cities requires people-centred approaches, an appreciation of cultural specificity, and a willingness to explore and embrace futures which may deviate from external or normative development approaches. ICLEI Africa seeks to appoint an enthusiastic, interested candidate who will research and provide insight into varied African urban strategies and trends, while drawing in cultural and creative ways of knowing and being into various ICLEI Africa initiatives.

The successful candidate must have a strong technical background in urban development, economics, systems thinking, socio-technical systems, or African history & culture, while also being able to effectively and creatively communicate technical subjects to diverse audiences. The candidate should have a passion for African art and creative expression. This candidate is expected to (1) support ICLEI Africa teams with information on the latest concepts, trends, challenges and opportunities emerging in African Cities (2) collaboratively curate the thematic areas of the RISE Africa platform, (3) follow up and build relationships with a growing community of African changemakers committed to creative, equitable and sustainable development. Experience and interest in the following areas is required:

- African Urbanism; Sustainable Cities
- Process thinking, 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),
- 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:
  - writing grant proposals,
  - interacting with private sector
  - soliciting sponsorship and funding
- 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 French, Arabic, Swahili or Portuguese will be a strong added advantage.