



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 positions, with a preference for officers to be based in Cape Town. However, there is flexibility to be located elsewhere on a full-time or part-time basis.

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 Sunday, 24 November 2023. 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 reserves the right not to appoint for any of the below roles.

Senior Professional Officer: Water Systems

(24-month fixed term contract position, with the potential of renewal. The position can be based anywhere in the world, ideally in proximity to an ICLEI office)

REF – SPO: Water

ICLEI Africa shares the **global** mandate in the field of Water and Sanitation, areas of significant importance for improving sustainability, equity, dignity and wellbeing. Our office is now looking at hiring a dedicated Senior Professional Officer (SPO) in the field to work closely with the Director: Urban Systems and the Regional Director to grow ICLEI Africa's and ICLEI's portfolio of water work, to strengthen our relationships with partners and water and sanitation stakeholders, and increase the value provided to all levels of subnational governments, including cities. The tasks of this SPO will be to develop a strategy for growing the portfolio, taking note of specific windows of opportunity, and to seek and utilise opportunities for proposal writing and business development. 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. *There will be a probationary period of 12-months, within which the officer is expected to have successfully secured funded projects, programmes and/or initiatives.*

The position is suitable for someone with strong and proven technical skills in the Water and Sanitation fields, business development and leadership skills, project and people management experience and expertise, and a passion for improving the wellbeing of people and planet alike and for making a positive difference in the urban context.

It is preferred that the officer is located in Cape Town, at ICLEI Africa's head office, from where the individual will be managed. However, appointments elsewhere will be considered.

Requirements:

- Relevant Masters or PhD degree in either the water sector, economics, biodiversity conservation/urban ecology/conservation ecology, planning, environmental science, or a combination of these, or a qualification from an equivalent discipline
 - Technical expertise in several, if not all, aspects of the Water and Sanitation fields
- At least 5+ years of relevant work experience, with proven strategic, leadership or managerial roles and experience
- Excellent project management skills including budgeting, financial and narrative reporting, technical guidance and people management, with evidence of managing multiple, multi-partner projects with proven experience of working in, multi-disciplinary project teams, at regional and / or global levels
- Proven business development, proposal writing and fundraising experience, demonstrated through successful project acquisition.
- Ability to work with multi-sectoral stakeholders to develop policies, tools and practices that promote water efficiency, equity and resilience approaches and projects closely linked to the work of the ICLEI Cities Biodiversity Center and our Equitable and People-centered and other main pathways
- Ability to curate, facilitate and deliver in-person and remote capacity development activities with all ICLEI offices, key partners and the public and private sector
- Ability to lead stakeholder engagement, development of strategic partnerships, business development, project acquisition, and resource mobilization
- Interest and ability in unlocking finance for Water and Sanitation initiatives and associated finance instruments at the subnational level, and participating in the appropriate multi-level governance processes at global level

Additional Requirements

- 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 Water and Sanitation field
- 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
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