



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.

Professional Officer: Urban Data & Insight

(24-month fixed term contract position, with the potential of renewal. The position is preferably based in Cape Town, but may be based elsewhere in Africa, subject to discussion)

REF – PO: Urban Data & Insight

To support ICLEI Africa's thought-leadership in the subjects of urban development and sustainability, multi-level governance, and more, this position is envisioned as an action-research post in which ICLEI Africa members, partners and stakeholders are engaged, and research undertaken to support quantitative and qualitative market and societal intelligence that can be effectively packaged for internal reference and business development, as well as external promotion, profiling and advocacy.

The successful candidate must have a strong scientific/technical background in urban development, economics, 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:

- **Research design and implementation**
 - **Survey and interview methods**
 - **Qualitative and quantitative analysis**
- African Urbanisation Trends & Urban strategies; Sustainable Cities
- Systems thinking and Systems approaches

Fluency in French and/or Arabic, in addition to English proficiency, will be considered as a strong additional asset for our team

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 Development, Social Science, Sustainable Cities, Economics, Development Studies, etc...),**
- **At least 3 years' experience in research design and methodologies**
- **Ability to lead and support planning and implementation of research projects with proven experience of working in, multi-disciplinary project teams, and undertaking applied research;**
- **Proven ability in synthesis, argumentation and narrative based on research findings (e.g. the ability to articulate the core findings and communicating these simply, directly and convincingly)**
- Proven organisational skills
- Aptitude for working with numbers, and proficiency in Microsoft Excel;
- A keen desire to learn, experiment, and push knowledge boundaries
- 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.
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