



WE ARE HIRING!

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 and 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.

Candidates should 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 salary
- three contactable references

to iclei-africa@iclei.org by **17h00 (GMT+2) on Friday 15 December 2023**. **Note that all of 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.

Senior Professional Officer: Cities Biodiversity Center

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

REF – SPO: CBC

ICLEI Africa shares the global mandate for biodiversity and nature and houses ICLEI's global Cities Biodiversity Center (CBC). The CBC is a center of excellence in the field of urban biodiversity and nature-based solutions for urban development (www.cbc.iclei.org). It is the ICLEI focal point for biodiversity advocacy and represents the ambitions of cities and regions in the Convention on Biological Diversity (CBD) and related Multilateral Environmental Agreements (MEAs) such as the Conventions on Wetlands and Migratory Species; hosts [CitiesWithNature](#) and [RegionsWithNature](#), global online partnership initiatives; and coordinates ICLEI's global partnership with the [UN Decade on Ecosystem Restoration](#).

ICLEI CBC is growing, with work areas focussing on expanded advocacy initiatives; continued awareness and training in biodiversity and ecosystem restoration for cities and regions; development of appropriate and customized strategy and policy tools; technical exchanges and technical support for stakeholders on biodiversity, ecosystem restoration and biodiversity finance; design and

management of projects and programmes; and expanding the value offerings of CitiesWithNature and RegionsWithNature, including the tracking and reporting functions.

The successful candidate for this role must have experience and a strong technical understanding of biodiversity-related MEAs; project management and building strategic partnerships; be comfortable working at the city, regional and global levels; and be able to effectively and creatively communicate technical subjects to diverse audiences. Experience and interest in the following areas is required:

- Urban biodiversity and ecosystems restoration
- International relations, negotiation and diplomacy in the biodiversity advocacy and related field
- Project and programme management
- Strategic thinking and approaches
- Business development

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.

Fluency in one of more official UN languages, in addition to English proficiency, will be considered as a strong additional asset.

Strong candidates should be delivery and results-orientated; as well as have a strong city to global orientation and focus.

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.

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

- Leadership role played in the biodiversity and advocacy fields.
- Project management experience leading multi-year and multi-million-rand projects.
- Managing diverse teams.
- Developing and strengthening strategic relationships with partners and stakeholders.
- Increasing the value propositions and technical support services provided to ICLEI Regional Offices, cities and regions.
- Developing a strategy for growing the portfolio, optimizing specific windows of opportunity, and seeking and utilising opportunities for proposal writing and business development, project acquisition, and resource mobilization.
- Managing a portfolio of projects and programs (from a technical, delivery and budgetary compliance perspective).
- Working with multi-sectoral stakeholders globally to develop policies, tools and practices that promote biodiversity, urban nature, ecological connectivity and ecosystems restoration within the urban and subnational context globally.
- Unlocking finance for investment in biodiversity and ecosystems restoration at the subnational levels, 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 sectors.
- Leading stakeholder engagement.

Requirements of this position:

- Relevant Honours, Masters or PhD degree in biodiversity, urban nature, 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 skills.
- Excellent analytical and succinct writing skills.
- Excellent public speaking and facilitation skills.
- Ability to think strategically and pioneer innovative solutions relevant to cities and regions within the global context.
- Ability to multi-task and practice agility and flexibility in the delivery of projects and programmes.
- Ability to produce cutting-edge technical reports, popular articles, promotional and social media material.
- Ability to promote, enhance and expand the projects and partnerships she/he leads at ICLEI's global Cities Biodiversity Center.
- 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, Governors, Ministers, City Managers and leaders in the relevant private sectors, particularly the biodiversity sector.
- 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 UN official 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 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.