



## 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](http://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](http://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.**

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**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](mailto: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.

## **Professional Officer / Senior Specialist:**

### **Sustainable Finance**

**(24-month fixed term contract position with the potential of renewal)**

**REF – PO/SS: Sustainable Finance**

ICLEI Africa is looking for highly-skilled candidates to work within its **Sustainable Finance Centre (SFC)**. The objective of the SFC is to unlock finance for subnational projects and initiatives within Africa. By playing the crucial knowledge broker role, the SFC is ensuring all actors involved in the project development value chain work in an integrated manner and increase the success of local level action. The SFC works across ICLEI Africa's workstreams – Climate Change, Energy and Resilience; Urban Systems; and Biodiversity, Nature and Health – and performs the following activities:

- Project development support, throughout the entire development lifecycle, often in partnership with project preparation facilities.
- Development of suitable financial instruments for locally-led projects or sectors, in partnership with multilateral development banks and/or development finance institutions.

- Piloting of business models for local SMMEs, for sustainable and context appropriate technology integration in communities.
- Exploration and design of new finance mechanisms for inclusive, locally-led projects and initiatives.
- Capacity building and tool development on a variety of sustainable finance related topics and sectors.

**Candidates, via their applications, should provide evidence of the following experience:**

- Knowledge of the project development lifecycle and relevant stakeholders at each stage.
- Experience in project identification and development of concept notes.
- Experience evaluating projects and linking them to project preparation facilities or implementation finance sources.
- Knowledge of mobilising finance for one or more of the following sectors: climate change (mitigation and adaptation), biodiversity and nature, coastal management, health, food systems, transport, waste management.
- Experience conducting training with government officials in project development and accessing suitable finance sources for project implementation.

**Additional skills seen as a plus:**

- Ability to develop financial instruments and mechanisms.
- Experience in conducting financial modelling for projects and/or businesses.

**Requirements of this position:**

- Relevant postgraduate degree in finance, business, economics, engineering, environmental science or a qualification from an equivalent numerate discipline.
- At least 2 years of experience for the Professional Officer position, or 4 years for the Senior Specialist position, in the sustainability/finance sector, ideally working with governments in Africa.
- Aptitude for working with numbers and budgets, and proficiency in Microsoft Excel.
- Excellent analytical and succinct writing skills, as well as 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 subnational 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.
- Proven experience in project management, delivering high quality outputs, within budget and set deadlines, with significant benefit to stakeholders.
- Ability to produce high quality technical reports, academic papers, popular articles, promotional and social media material.
- Willingness to travel within Africa and internationally as required.

- Ability to promote, enhance and expand the projects and partnerships she/he 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, who shows initiative and drive, and harnesses 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.