



## 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](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 & 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](mailto:iclei-africa@iclei.org) by **17h00 (GMT+2) on Wednesday, 31 July 2024**. 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.*

## **Project Finance Officer**

**(24-month fixed term contract position, with the potential of renewal. The position is based in Century City, Cape Town at ICLEI Africa Office)**

**REF – Project Finance Officer**

ICLEI Africa is growing its team and with this, is seeking for a dynamic passionate individual who excels in the field of project financial planning & reporting.

The position is suitable for someone who would have experience with Project Reporting functions within the Non-Profit Organization sector preferably, including excellent skills in Excel.

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

Reporting to the Financial Manager and working within a small Finance Department, the successful candidate will be responsible for, but not limited to:

- Managing the finances of small to large scale projects, including being responsible for all financial reporting of projects as required by various donors and clients
- Setting up and managing regular finance meetings with the respective Project Managers
- Following all financial procedures as per ICLEI Africa policies and audit requirements
- Following all financial procedures as per individual project contractual requirements
- Attending to all project invoicing instructed by the Project Managers
- Supporting Project Managers and teams with business development, project forecasts and budgeting for project proposals
- Supporting Project Managers and teams with annual costings, cashflow projections and expenditure forecasts

This position is suited to an individual passionate about working in financial management, with a keen attention to detail and who is looking for an environment that can provide flexible working hours but understanding that all project reporting processes, requirements and deadlines MUST be met at all times. The full scope for this fulltime position will be negotiated and agreed upon with the appointed candidate.

**Competencies:**

- Attention to detail;
- Ability to work accurately and manage time well even when under pressure, and on several and diverse projects at the same time;
- Very strong numeric and project finance management skills;
- Sound understanding of accounting principles;
- Independent and task-orientated worker;
- Ability to learn fast and be flexible to accommodate and best serve the needs of several different project managers, donors and clients, also in cases when tight deadlines may coincide with one another;
- Strong Excel skills is essential (skills will be tested during or after interview).

**Requirements:**

- A tertiary level accounting or mathematic qualification (B Com degree or equivalent)
  - Minimum of 3 years proven relevant experience, at comparable level of the advertised position with similar / same responsibilities
  - Minimum of 2 years of experience with international grants and / or donor funding would advantageous
  - Ability to handle sensitive information with confidentiality
  - Preferably living in Cape Town or willing and able to relocate to Cape Town before the starting date of the contract, and willing to work mostly in the ICLEI Africa office, with limited options for work-from-home arrangements
  - Be able to start within one month of acceptance of any offer of employment, should the candidate be selected for the position
-