



## 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)). ICLEI Africa has established a complementary office in Mauritius, namely the **ICLEI Africa Foundation**, to support and further enable its expanding services and expertise to governments across Africa. ICLEI Africa's footprint stretches across the continent, with staff located in several African countries, from where we serve our Members and implement projects.

**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 advocacy, diplomatic and technical levels, to those that are driving impact at the local level as 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 of inviting leading and suitably qualified individuals to apply for the position below, to join our African and/or global teams of dynamic sustainability professionals.**

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Please forward all of the following to [iclei-africa@iclei.org](mailto:iclei-africa@iclei.org) by **17h00 (GMT+2) on 16 September 2024**. Note that all these documents will be treated as strictly confidential and only be used internally in ICLEI for this recruitment process:

- 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 proving the capacity to work in the country where the position is based
- available starting date

- current salary
- three contactable references

**Please include the correct reference (REF) in your email subject line and covering letter, to clearly indicate which position you are applying for. All applications should be in English.**

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. In addition, successful candidates will qualify, as per our HR policy, for retirement and medical aid contributions, as well as home office allowances.

**Candidates should have a fully internet-connected, functional, dedicated workspace at home (a company laptop will be provided).**

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 any job advert.

We will be processing applications as they are received, and we reserve the right to close this advertisement before the final date stated should we find a suitable candidate. **As such, we encourage candidates to apply as soon as possible.**

***ICLEI Africa is open to applications for internships 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.***

**Manager:  
Sustainable Energy  
(24-month fixed term contract position with the potential of renewal)  
REF – Manager: Sustainable Energy**

ICLEI Africa is seeking an exceptionally skilled and highly strategic manager to lead a team of climate change mitigation and sustainable energy experts and project managers in driving action in African cities; action that harnesses the opportunities available to African cities in the fields of: renewable energy, energy efficiency and sustainable energy access. Underlying all of these actions is the objective of reducing inequalities and ensuring that the transition to sustainable energy is just and fair. This position is well-suited for an individual that is acknowledged as a leader in the fields listed above, while also possessing strong leadership, staff mentoring and business development acumen.

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

- A strong network and having led collaboration with multi-sectoral stakeholders to unlock scaled actions related to sustainable energy in Africa.
- Proven expertise in leading the planning, management and execution of a number of multi-year and multi-country projects and programmes, being run simultaneously and with multi-disciplinary project teams.
- Strong business development skills, with proven track-record of developing projects and programmes that are funded, implemented and scaled.
- A history of leading stakeholder trainings and facilitating high-level and innovative events - both in-person and remotely - in the domains of sustainable energy and climate change mitigation.
- Proven experience harnessing strategic partnerships for increased direct benefit of projects and programmes for multiple target audience(s), scaling the interventions for wider and deeper impact, and building a stream of work in partnership with donors and beneficiaries.
- Ability to review highly technical documents and outputs, ensuring high quality delivery on-time and within budget.
- Ability to speak to and write up cutting-edge thought pieces related to the fields of sustainable energy and climate change mitigation.
- Experience in unlocking finance for local-level climate change mitigation and sustainable energy projects and programmes.
- People management skills and mentoring of highly qualified team members.
- Ability to drive strategy development for maximum impact.

**Requirements of this position:**

- Relevant postgraduate degree in science, engineering, climate change, economics, or a qualification from an equivalent numerate discipline.
- At least 8 years of work experience (post studies) managing projects, programmes and initiatives; overseeing teams delivering outputs with high quality and within budget and set deadlines, with significant benefit to stakeholders.
- Excellent people and team management skills, and ability to inspire staff members, as well as ensure that service providers procured to deliver work do so with exceptional quality, on time and within budget.
- Recognition as a thought leader in the field of sustainable energy.

- Aptitude for working with numbers and budgets, and excellent proficiency in Microsoft Excel.
- Excellent analytical and succinct writing skills.
- Excellent public speaking and facilitation skills.
- Proficiency in Microsoft Office programmes, especially Excel, Word and PowerPoint.
- Strong diplomacy skills and ability to engage professionally and diplomatically with high-level political and technical officials in the public and private sector.
- Ability to lead teams that play a knowledge broker/ intermediary role between government officials and their counterparts in other sectors, to bridge divides and overcome barriers to scaled sustainable energy action.
- Significant experience in climate change mitigation and sustainable energy planning, implementation of such plans (including unlocking finance to do so), and monitoring and evaluation of impact.
- Willingness to travel extensively within Africa and internationally.
- Innovative and agile individual with a 'can do' attitude who can think on her/his feet, show initiative and drive, and harness well-established networks to further build ICLEI's good reputation and networks across Africa and internationally.
- Proficiency in French, Swahili and/or Portuguese (in addition to English) will be a strong added advantage.