



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). 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.

Please forward all of the following to 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.

**Professional Officer:
Clean Cooking**
(24-month fixed term contract position with the potential of renewal)
REF – PO: Clean Cooking

ICLEI Africa is seeking a highly skilled and motivated sustainable energy expert that has experience in clean cooking. The successful candidate will support and lead initiatives aimed at promoting clean cooking access within African urban environments.

Candidates, via their application, should provide evidence of having:

- Worked with multi-sectoral stakeholders in Africa to develop policies and practices that promote clean cooking.
- Designed and coordinated community engagement and awareness creation activities on clean cooking utilising various media channels and community engagement strategies to ensure broad understanding and acceptance of clean cooking practices.
- Been involved in the development and application of advanced scenario modelling tools to assess the long-term impacts of sustainable energy and/or clean cooking interventions, considering variables such as changes in: demographics, socio-economic and environmental conditions, technological advancements, and the policy landscape.
- Developed and implemented strategies to leverage existing finance mechanisms and harness new financing models, to drive funding for clean cooking projects in African cities. Examples of such mechanisms include: public-private partnerships, carbon credits, green bonds, crowd funding and impact investment.
- Engaged with policymakers at various levels to advocate for enabling policies and regulations that encourage the adoption and scale-up of sustainable energy and clean cooking.
- Been involved in the establishment and implementation of robust monitoring and evaluation frameworks to track the performance and impact of sustainable energy and clean cooking projects; ensuring accountability and continuous improvement.
- A strong commitment and understanding of how to tangibly integrate gender-sensitive, equitable and socially inclusive approaches into clean cooking initiatives, including the development of strategies that address the unique needs and challenges faced by diverse groups, ensuring that clean cooking solutions are accessible and context-relevant.
- Designed and facilitated training programmes, both in-person and remotely, to enhance the capacity of public and private sector representatives, as well as community members, all of whom must work together in implementing clean cooking solutions.
- Collaborated with stakeholders, including government agencies, businesses, NGOs, and industry partners, to foster partnerships that support clean cooking, in a collaborative and meaningful way.
- Conducted in-depth research, analysed data and been involved in the development of comprehensive reports, articles and thought pieces on sustainable energy and/or clean cooking.

Requirements of this position:

- Relevant postgraduate degree in energy, engineering, climate change, environmental science, or a qualification in an equivalent numerate discipline.
- At least 2 years of relevant work experience.
- Proven experience in delivering outputs with high quality and within budget and set deadlines, with significant benefit to stakeholders.

- Strong technical knowledge of various clean cooking technologies and their practical applications.
- Excellent communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders.
- Willingness to travel within Africa and internationally, as required.
- Aptitude for working with numbers and budgets, and proficiency in Microsoft Excel.
- Excellent writing ability, 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 within public and private sectors.
- Ability to play a knowledge broker role between government officials and their counterparts in other sectors.
- Ability to produce high quality technical reports, academic papers, popular articles, promotional and social media material.
- 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, proactive and agile individual with a 'can do' attitude who can think on her/his feet, show initiative and harness well-established networks to further build ICLEI's reputation and networks across Africa and internationally.

Additional skills seen as a plus:

- Proficiency in French and/or other languages spoken in African cities (e.g. Krio, Kinyarwanda, Swahili, Luganda and/or Portuguese), in addition to English, will be a strong added advantage.
- Candidates that are based in, or can legally work in Rwanda, Sierra Leone and/or Uganda are encouraged to apply.