



## 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.***

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

ICLEI Africa is looking for a highly-skilled candidate to work within its Climate Change, Energy and Resilience workstream to unlock finance for projects and initiatives that tackle climate change within African cities, towns and regions. The successful candidate(s) will join ICLEI Africa's climate finance team, which focuses on ensuring that all actors involved in the project development value chain work in an integrated manner to deploy finance for climate change action at the local level.

**This role will involve the following activities:**

- Project development support for urban projects in Africa, especially at pre-feasibility and feasibility stages, in partnership with all tiers of government, the private sector, Development Finance Institutions (DFIs), Multilateral Development Banks (MDBs) and/or Project Preparation Facilities (PPFs).
- Development of suitable financial instruments for urban projects that build sustainability across multiple sectors.
- Co-development of financially viable business models for local small- and medium-sized businesses, especially those focused on delivering context-appropriate technologies into African communities.
- Exploration and design of new and innovative finance mechanisms for inclusive, locally-led projects and initiatives.
- Capacity building and tool development on a variety of climate finance-related topics and sectors.
- Bridging gaps and overcoming barriers that are hindering the flow of finance necessary for the implementation of projects in African cities that build climate resilience and reduce carbon emissions, while tackling inequality.

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

- Knowledge of the project development lifecycle and the relevant stakeholders to engage at each stage of project development.
- Experience in project identification and development of concept notes, pre-feasibility studies and/or full feasibility studies.
- Experience evaluating projects, improving their financial viability and impact, and linking them to relevant PPFs, and DFI and MDB programmes and initiatives, harnessing both private and public sector finance and resources.
- Knowledge of mobilising finance for urban climate change action, especially in the sectors of coastal management, transport/mobility and/or waste management.
- Experience conducting training with government officials in project development and accessing suitable sources of finance for project development and implementation.
- Performing the knowledge broker/ intermediary roles necessary to bridge divides between those seeking and those providing finance for climate change action.
- Ability to harness existing finance, policy levers, private sector resources and community innovation for climate change action.
- Track record of securing finance from international and national sources, for urban projects that tackle climate change.

- Ability to harness a network of organisations and individuals who are critical to increasing the quantity and quality of finance for climate change action in African cities.

**Additional skills seen as a plus:**

- Ability to develop financial instruments and mechanisms.
- Experience in conducting financial modelling for projects and/or businesses.
- Ability to speak French, in addition to English.

**Requirements of this position:**

- Relevant postgraduate degree in finance, business, economics, or a qualification from an equivalent numerate discipline.
- At least 2 years relevant experience.
- 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 in both the private and public sectors.
- Ability to play a knowledge broker/ intermediary role between sectors, and between the public and private sector representatives necessary to get urban climate action projects from idea stage through to implementation.
- Proven experience in project management, delivering outputs with high quality and within budget and set deadlines, with significant benefit to beneficiaries, donors and partners.
- 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.