



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:
Equitable Development and Gender Responsiveness
(24-month fixed term contract position with the potential of renewal)
REF – PO: Equitable Development

ICLEI Africa is dedicated to addressing the unique challenges faced by vulnerable and marginalised groups, ensuring that our resilience efforts are equitable, inclusive and impactful. ICLEI Africa is looking for a highly-skilled candidate to work with us in improving urban sustainability and climate change resilience across the continent, collaborating closely with all tiers of government to build sustainable, inclusive, and climate-resilient urban communities. We are seeking an experienced Gender Equity and Social Inclusion (GESI) expert to join our team, and play a critical role in integrating GESI principles into our projects and initiatives, ensuring that our work empowers and uplifts all members of the communities we serve.

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

- Worked with multi-sectoral stakeholders in Africa, particularly in integrating GESI into climate change, urban development and/or sustainable development programmes, projects and policies.
- Managed and/or supported GESI components within large-scale projects, including their monitoring, evaluation and learning processes.
- Articulated, advocated for, and implemented rights-based approaches.
- Worked in multi-disciplinary, multi-location and multi-cultural project teams.
- Trained stakeholders in-person and remotely on GESI-focused training and capacity-building initiatives, with experience in workshop design and facilitation.
- Conducted stakeholder engagement processes, development of strategic partnerships, business development, project acquisition and resource mobilisation.
- Produced technical reports, conducted academic research and written academic papers related to GESI and equitable development.

Requirements of this position:

- Relevant postgraduate degree in gender studies, social sciences, international development, or a qualification from an equivalent numerate discipline.
- At least 2 years of demonstrated, relevant experience in the field.
- Proven experience in project management, holding project teams to account and delivering outputs with high quality and within deadlines, and with significant benefit to stakeholders.
- Excellent writing ability.
- Good 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, as well as with partners that engage with government.
- Experience with developing and conducting in-person and online training, webinars and/or virtual events.
- Experience in integrating GESI considerations into sustainability projects and programmes, ensuring they are embedded in all aspects of planning, implementation, evaluation, learning and reporting.

- Having worked closely with public sector stakeholders to develop and implement inclusive strategies that address the needs of marginalised and vulnerable groups.
- Provided technical guidance and support to project teams on GESI good practices, tools, and methodologies.
- Experience in monitoring and evaluating the impact of GESI interventions, ensuring they contribute to the overall objectives of our sustainability efforts.
- Having designed and delivered GESI-focused training and capacity-building initiatives for stakeholders integral to driving urban sustainability in African cities.
- Ability to produce high quality technical reports, academic papers, popular articles, promotional and social media material, highlighting the outcomes and lessons learned from GESI integration in projects, programmes and policies.
- 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 who will harness well-established networks to further build ICLEI's good reputation and networks across Africa and internationally.
- Willingness to travel extensively, in Africa and internationally.
- Proficiency in French and/or other languages spoken in African cities, in addition to English, will be a strong added advantage.