



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:
Monitoring, Evaluation & Learning
(24-month fixed term contract position with the potential of renewal)
REF – PO : MEL**

ICLEI Africa is looking for a highly-skilled candidate to work with us in improving the monitoring, evaluation and learning (MEL) of ICLEI Africa projects and programmes, including:

- monitoring, evaluation and reporting on the impact of ICLEI Africa's urban sustainability work aligned with ICLEI Africa policies and strategies and the Monitoring Evaluation and Learning (MEL) requirements of project partners and donors,
- advising on how, through the application of innovative MEL techniques and methods, ICLEI Africa's impact can constantly be improved and enhanced,
- providing guidance on how to communicate the impact of this work for maximum uptake and scaling,
- project participant, project team and institutional uptake of learnings from specific project-related MEL processes and outcomes,
- constant learning, evolution and improvement of ICLEI Africa's work to best serve African cities, and
- ensuring that the MEL methods deployed enhance ICLEI Africa's contribution to gender responsiveness and tackling inequality.

The position is suitable for someone with a strong technical background, skilled at deploying cutting edge and context appropriate MEL methodologies to enhance project, programme and organisational learning and impact.

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

- Worked with multi-sectoral stakeholders in Africa, to develop MEL systems, and deployed these systems effectively and with high impact, especially in the field of urban sustainability.
- Conducted planning, management and implementation of projects (from both a technical and financial perspective).
- Worked in multi-disciplinary, multi-location and multi-cultural project teams.
- Trained stakeholders in-person and remotely on the topic of MEL of urban sustainability projects, programmes and initiatives.
- Conducted stakeholder engagement, development of strategic partnerships, business development, project acquisition and resource mobilisation.
- Produced technical reports of high quality and in adherence to deadlines.
- Experience in undertaking MEL for urban sustainability projects, especially those focused on climate change action.
- Understanding and applying ethical considerations in MEL, particularly when working with vulnerable communities.

Requirements of this position:

- Relevant postgraduate degree in science, social science, or a qualification from an equivalent numerate discipline related to MEL.
- At least 2 years of relevant experience.
- Knowledge of and experience with the MEL of sustainability projects.

- Experience with developing and reviewing Theory of Change diagrams, MEL frameworks and gender-responsive indicators.
- Experience with qualitative and quantitative data collection for project baseline assessments, mid-term and final evaluations.
- Experience with digital tools and/or platforms for MEL, such as data management systems, dashboards, and/or GIS.
- Commitment to diversity, equity and inclusion, ensuring that MEL processes are culturally sensitive, context relevant and gender-responsive.
- Focus on continuous improvement and innovation in MEL practices, encouraging the development of new methodologies and approaches to enhance project, programme and organisational outcomes.
- Proven experience in delivering outputs with high quality and within deadlines, and with significant benefit to stakeholders.
- Aptitude for working with numbers and budgets and proficiency in Microsoft Excel.
- Excellent writing ability.
- Good public speaking and facilitation skills.
- Analytical and detail oriented 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.
- Ability to play a knowledge broker/intermediary role between government officials and their counterparts in other sectors, to ensure that ICLEI Africa delivers whole-of-society solutions.
- Experience with developing and conducting in-person and online training, webinars and/or virtual events.
- Ability to produce high quality technical reports, academic papers, popular articles, promotional, social media posts and online learning course 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 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.

Additional skills seen as a plus:

- Proficiency in French and/or other languages spoken in African cities, in addition to English.
- Knowledge of and experience in monitoring greenhouse gas emission implications of projects, programmes and initiatives, especially in the transport/mobility sector.
- Knowledge of and experience in monitoring and reporting on financial flows, especially climate finance flows within countries, including budget tagging.