



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 for 30+ years, is based in Cape Town (www.africa.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.

Our teams: Our work is conducted by a dynamic and passionate team of well qualified, 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 80+ 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 positions below, to join our African and/or global teams of dynamic sustainability professionals.

Please forward all of the following to careers.africa@iclei.org by **17h00 (GMT+2) on 1 December 2025**, while noting that candidates may be screened and selected as applications are received during this period. Note also that all of 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 current/recent 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 where applicable.

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 and working environment will be a key 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.**

NOTE: 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.

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

ICLEI Africa is seeking a highly organised Procurement Manager with at least five years' experience.

The position is suitable for someone who has experience with procurement functions within the Non-Profit sector preferably, including excellent skills in Word and Excel.

This position is an in-office position based in Cape Town at ICLEI Africa's head office, from where the individual will be managed and be expected to work.

Reporting to the Director of Finance & Governance and working within the Admin & Finance Department, the successful candidate will be responsible for, but not limited to:

- Managing procurement process from start to finish with support from various relevant team members, i.e. Terms of Reference set up and advert, supplier scoring, appointment letter, SLA set up and signature, set up of meetings with Procurement Committee for approval, payment schedule records etc.

- Maintaining accurate records of procurement documents using relevant systems and tools, supporting audit readiness and regulatory compliance at all stages of supplier engagement.
- Collaborating closely with internal stakeholders across various departments to understand their project requirements.
- Participating in regular reviews of procurement processes to identify areas for enhancement, and recommending changes that promote best practice adoption across the business.
- Assisting all project managers with complying with ICLEI Africa's and the various projects' procurement policies.

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

- Worked as a Procurement Manager or in a similar capacity within procurement or supply chain management environments.
- Ability to work accurately and manage time well even when under pressure, and on several and diverse projects at the same time.
- Exceptional organisational skills coupled with acute attention to detail enable you to manage multiple priorities efficiently while maintaining high standards of accuracy.
- Ability to work independently and being a task-orientated worker.
- Ability to learn fast and be flexible to accommodate and best serve the needs of several different project managers, donors and clients, also in cases when tight deadlines may coincide with one another.
- Strong skills in MS Office (Excel, Word, PowerPoint) are required (skills might be tested during or after interview).

Requirements of this position:

- A tertiary level in Procurement, Supply Chain Management, Business Administration or equivalent (B Com degree or equivalent).
- Minimum of 5 years proven relevant experience, at comparable level of the advertised position with similar/same responsibilities.
- Minimum of 2 year-experience with international organisation or Non-Profit industry would be advantageous.
- Ability to handle sensitive information with confidentiality.
- Preferably living in Cape Town or willing and able to relocate to Cape Town before the starting date of the contract, and willing to work mostly in the ICLEI Africa office, with limited options for work-from-home arrangements.
- Be able to start within 2 months of acceptance of any offer of employment, should the candidate be selected for the position.