



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). It 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) as well as serving as ICLEI's global coordination points for our water and our health work. 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.

Professional Officer: Biodiversity, ICLEI Cities Biodiversity Center

(24-month fixed term contract position with the potential of renewal)

REF – PO: Biodiversity

ICLEI's Cities Biodiversity Center (CBC) is seeking to employ a highly skilled and motivated professional, who is passionate about nature and cities, to join its global center of excellence. The successful candidate will implement projects, liaise with partners, and support global advocacy efforts and initiatives such as Journeys for Life, CitiesWithNature and RegionsWithNature, as well as CBC's involvement in the UN Decade on Ecosystem Restoration.

This position is well-suited to an individual who has a strong technical background in conservation/nature-positive development/nature-based solutions and a keen interest in urban development and multi-level governance, and be comfortable working at the city, regional and global levels.

This position is based in Cape Town, South Africa.

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

- Ability to work both independently and collaboratively, in multiple and multi-disciplinary teams in a highly dynamic, adaptive and creative environment, with various project teams, international organisations, academic and technical experts, political leaders and the private sector, on behalf of ICLEI.
- Proven experience in implementing projects and delivering high quality outputs within budget and set deadlines.
- Ability to produce technical reports and policy documents, popular articles, communications material and social media content, and to promote, enhance and expand the projects and partnerships the candidate is involved in.
- Ability to design and facilitate awareness raising and training programmes and workshops, both in-person and remotely, to enhance the awareness and capacity of public and private sector representatives about biodiversity conservation and international multilateral environmental agreements.
- Sound understanding of United Nations and other international organisations involved in biodiversity and heritage conservation, including attending high level events such as COPs.
- Collaborated with stakeholders, including government agencies, businesses, NGOs and private sector partners, to foster partnerships that support biodiversity conservation.
- Contributed to in-depth research and data analysis, and been involved in the development of comprehensive reports and articles on biodiversity conservation.

Requirements of this position:

- Relevant postgraduate degree in international relations, biodiversity conservation, planning, or a qualification from an equivalent numerate discipline.
- At least 2 years of relevant work experience (post studies).
- Innovative, passionate and conscientious individual with a 'can-do' attitude who can think on his/her feet and harness well-established networks to further build ICLEI's good reputation and networks internationally.
- High levels of proficiency in Microsoft Office programmes, especially Excel, Word and PowerPoint.
- Excellent diplomacy skills and ability to engage professionally and diplomatically with high-level political and technical officials at all levels within the public and private sector.
- Keen interest in technology and digital media, as well as facilitating and advancing mainstreaming nature and biodiversity considerations at the urban and territorial scale.
- Strong inter-personal, organisational and coordination skills, and ability to work on both practical, hands-on activities and high-level strategic tasks simultaneously, including organising events and workshops.
- Ability to work across research, practical, technological, communications and project domains on multiple projects and initiatives.
- Ability to work across various complex projects and with stakeholders simultaneously, adapt to changing circumstances and contexts, work with tight deadlines, thrive under pressure, and be comfortable with complexity and a dynamic working environment.
- An understanding of business development and proposal writing.
- Willingness and ability to travel extensively internationally.