



## 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](http://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](http://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.**

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Please forward all of the following to [careers.africa@iclei.org](mailto: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.***

**SPO/Manager Global Biodiversity Advocacy & Partnerships,  
ICLEI Cities Biodiversity Center  
(24-month fixed term contract position with the potential of renewal)  
REF –SPO/M: GBA&P**

ICLEI is strengthening its leadership in the global biodiversity advocacy space and is seeking a highly skilled, motivated and experienced expert who is passionate about biodiversity, diplomacy, cities and regions to work closely with, and in direct support to, the Director: Biodiversity, Nature and Health in ICLEI's Global Cities Biodiversity Center (CBC).

**Key to this role is:**

- serving as understudy to the Director: Biodiversity, Nature and Health in voicing the ambitions of cities and regions on global platforms such as the UNCBD and related MEA processes,
- guiding a small but highly focussed globally located team of strategic, diplomatic and relationship-oriented professionals who work at the intersection of policy, partnerships and nature-positive urban and territorial development, and
- having the potential to grow into a future leader in biodiversity advocacy and partnerships within our Cities Biodiversity Center.

This position is well-suited for an individual who is recognised globally as a leader in the advocacy space, is familiar with the UN CBD and related biodiversity MEAs, and has extensive experience in diplomacy, negotiations and multi-level governance.

The CBC is based in Cape Town, South Africa, and although the candidate will ideally be located at the CBC, suitable individuals based elsewhere will also be considered.

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

- A strong global biodiversity network and proven experience in having led collaboration with multi-sectoral stakeholders, government and international partners in the global advocacy agendas, with particular reference to biodiversity and related agendas.
- Proven experience in promoting, enhancing and expanding partnerships at global level and seeking to build new collaborative programmes for subnational governments to drive implementation and impact on the ground in cities and regions around the world.
- Proven skills in global diplomacy and formal negotiation processes across all levels of government.
- Proven experience of engaging with multiple stakeholders to canvas their opinions, in harnessing strategic partnerships for advancing policy positions, and the ability to lobby support across a range of internal and external stakeholder groups and public sector actors.
- Proven ability to think strategically, build relationships, thrive under pressure, work to tight deadlines and handle complex, high-pressure situations.
- Deep understanding of, and familiarity with UN Conventions, processes and rules.
- Ability to draft and review highly technical and policy documents, and to develop policy positions under pressure ensuring consultation with partners and high-quality delivery on-time.
- Ability to organise, lead and facilitate high-level regional and international consultations and advocacy events – both in-person and remotely.
- Ability to manage and work both independently and collaboratively in multiple and multi-disciplinary teams in a highly dynamic, adaptive, and creative environment with ICLEI management, high level political leadership, academic and technical experts, the United Nations and other international organisations and the private sector on behalf of ICLEI.
- Ability to mobilise resources for business development and be delivery and results-orientated.
- Ability to produce policy briefs, technical reports, popular articles, promotional and awareness raising material.
- Experience in having conducted in-depth research and data analysis, and has been involved in the development of comprehensive reports, articles and thought pieces on conservation and advocacy.

**Requirements of this position:**

- Relevant postgraduate degree in international relations, biodiversity conservation, or a qualification from an equivalent numerate discipline.
- Ten or more years of relevant work experience (post studies).
- Excellent people and team management skills, and the ability to inspire and lead staff members, as well as ensure that service providers procured to deliver work do so with exceptional quality, on time and within budget.
- Excellent strategic, analytical and succinct writing skills.
- Excellent public speaking and facilitation skills.
- 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.
- Willingness to travel extensively internationally and, if based elsewhere, to regularly spend time in the CBC offices in Cape Town.
- Innovative and agile individual with a 'can do' attitude who can think on her/his feet, show initiative and drive, and harness well-established networks to further build ICLEI's good reputation and networks internationally.
- Strong business development skills, with proven track-record of unlocking finance for biodiversity advocacy and developing projects and programmes that are funded and implemented.
- Proficiency in English, with at least one other of the official UN or other globally used languages as a strong added advantage.