

**Job Opportunity in Bonn, Germany**  
**Join ICLEI – Local Governments for Sustainability!**



**Application Deadline: 10 January 2021**

ICLEI – Local Governments for Sustainability is a global network of more than 1,750 local and regional governments committed to sustainable urban development. Active in 100+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development. Our Members and team of experts work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability.

We are offering the following position to support the Global Projects team.

## **Intern, Global Projects (mandatory internship)**

The successful candidate will be a part of the international ICLEI World Secretariat team based in Bonn, Germany and will be placed within the Global Projects team. The position is open to eligible and qualified Master students who have to conclude a mandatory internship as part of their studies.

The **Global Projects team** supports, raises funding for, manages, and implements multi-office projects with the aim of profiling ICLEI globally as a hub of expertise. In addition, it explores and develops new, cross-cutting, emerging thematic areas and related fund raising opportunities while implementing international projects.

The IKI-funded [Ambitious City Promises](#) is a project that supports local governments in Southeast Asia to adopt a model of inclusive, ambitious climate action, mainstreaming low emission development strategies and creating new climate leaders. Ambitious City Promises project shows how collective action taken in cities, with leadership from local governments, can contribute to achieving and ratcheting up national and global climate goals.

### **Tasks:**

- Conduct desk research and support content development of project publications such as project reports, policy briefs, and case studies for IKI-funded Ambitious City Promises project;
- Support the development of communication assets such as web content, blog posts and news articles on the outcomes of the project;
- Support organization of workshops and online events focusing on agenda development and management of speakers.
- Assist new project proposal development.

### **Main requirements:**

- Being enrolled in a relevant subject at a university, such as urban planning, environmental science, development studies, public policy, engineering, or similar;
- Excellent command of the English language;
- Strong communication and writing skills;
- Strong analytical skills.

### **Advantageous:**

- Academic background in topics related to sustainability, urban design and/or circular economy.

### **Behavioral competences:**

- Absolute team player as well as self-starter.

**Terms and conditions:**

- The position will be available from 1 February until 30 June 2021 and can partially be performed remotely
- Working hours: 40/week, 2,5 days of leave per full month
- Working language: English
- The intern will be supervised by and report to the Senior Officer, Global Projects
- The employment contract will be based on German law
- Due to legal requirements, applicants must have or be eligible to obtain an appropriate work permit for Germany prior to the start of the position.

**Application:**

By email to [careers.bonn@iclei.org](mailto:careers.bonn@iclei.org). Please include "Intern, Global Projects" in the subject line and include:

- A brief email introduction containing the following information:
  - Indication of citizenship; if non-EU, whether the applicant is holder of a German work permit that allows working as an intern alongside the studies?
  - **Insurance:** Do you have a German health insurance that could also be used for your internship?
  - **Funding/scholarship:** Do you benefit from any funding/scholarship for your study? If yes, (1) please name the fund/scholarship and the organization providing it, and (2) does your funding cover the internship period?
  - Indication of possible **start date**
- Attachments:
  - A short letter of motivation, CV, certificates and/or letters of reference
  - A written work or extract addressing topics relevant to urban sustainability and climate change of your own written in English
  - All documents merged into one PDF file of up to 5 MB size.

For data protection information, read our disclaimer and privacy policy on our website.

**Equal Opportunity and Employment Policy**

ICLEI World Secretariat's hiring policy is geared to ensure that the organization hires employees without regard to their race, color, religion, national origin, citizenship, age, gender, marital status, socio-economic background or sexual orientation. ICLEI's policy is that applicants for employment and career progression are considered solely on the basis of their relevant qualifications and competencies.

Kindly note, that applications are reviewed continuously upon arrival, therefore submitting your application as soon as possible is advisable. The ICLEI World Secretariat shall only contact those applicants shortlisted for this position.

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ICLEI – Local Governments for Sustainability e.V.

Careers

Kaiser-Friedrich-Strasse 7

53113 Bonn

Germany

<https://www.iclei.org/en/jobs.html>