



**ICLEI – Local Governments for Sustainability** is a global network of more than 2,500 local and regional governments committed to sustainable urban development. Active in more than 125 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. **The ICLEI World Secretariat is based in Bonn, Germany.**

The **Innovative Finance** team is offering the position of

## Internship in the Innovative Finance Team

This internship is a learning opportunity for enrolled Masters students before their final graduation.

The internship will offer a wide range of activities for individuals interested in financing sustainable development. Interns will obtain first-hand experience in working strategically with finance and thematic technical experts, gaining an understanding on enhancing impact and effectiveness across multiple disciplines. The internship objective is to obtain insights into the day-to-day work environment of a global NGO, working in a multi-cultural, dynamic space. As part of our team, you will be exposed to global strategy discussions, events, participate in meetings, and contribute to projects, all contributing to the organizational goals of ICLEI. Interns should expect to gain a robust, diverse portfolio by the end of the internship.

### Tasks may include:

- Support the Innovative Finance team's global coordination tasks, working with all ICLEI offices around the globe (e.g. meeting minutes, capture opportunities for action)
- Support the management of the Transformative Actions Program (TAP), including: project application mobilization; initial screening; regular update of the website and database.
- Support the organization of events and webinars, including drafting and sending invitations, confirming speaker participation.
- Support identifying potential financing and technical assistance opportunities for priority projects.
- Support development of case studies and other knowledge products.
- Support project-related analytical work, including research and data collection.

### Main requirements:

- Enrolled in vocational training or university in a relevant subject, such as Economics, Business Administration, Sustainable Development, International Relations, Communications, or similar
- Good research and analytical skills
- Good communication and organizational skills
- Confident user of Microsoft Office
- Fluency in written and spoken English

### Advantageous:

- Proficiency in other languages is an asset, especially French or Spanish
- Experience using WordPress and InDesign
- Experience participating in online and in-person events



**Terms and conditions:**

- This internship is a learning opportunity for enrolled students, who **must complete a mandatory internship** as a part of their studies.
- Remuneration: 1000 Euros per month (full-time) before taxes and social insurance fees
- Workings hours: 40 per week (full-time)
- 2 days of leave per full month
- Working language: English
- The position is available from August 2024 at the ICLEI World Secretariat in Bonn, Germany
- Envisaged duration of the internship is maximum six months
- The intern will be supervised by and report to the Innovative Finance Officer
- The contract will be based on German law.

**Application:**

Send email to [careers.bonn@iclei.org](mailto:careers.bonn@iclei.org), include "Innovative Finance internship" in the subject line, and send us:

- Relevant documents: letter of motivation, enrolment certificate, visa/work permit if non-EU citizen ("Aufenthaltstitel"), proof of mandatory internship, and CV merged into one single pdf. of up to 5 MB size
- Indication of the possible start date
- 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 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 based on their relevant qualifications and competencies.

Please note that applications received after the deadline cannot be considered. Kindly note that applications will be 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. In order to support the evaluation via interview, shortlisted candidates might be required to undergo a written test relevant to the job content.

**Application Deadline: 28 July 2024**

ICLEI – local governments for sustainability e.V. (World Secretariat)  
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<https://www.iclei.org/en/jobs.html>