Job opportunity in Beijing, China:
Join ICLEI – Local Governments for Sustainability!

Application deadline: 14 June 2020

ICLEI-Local Governments for Sustainability is the leading global network of 1,750+ member cities and regions committed to building a sustainable future (more information at eastasia.iclei.org). ICLEI supports local and regional governments to take actions towards low emission, nature-based, equitable, resilient and circular development.

Our Members and 22 offices work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability. ICLEI World Secretariat is based in Bonn, Germany, ICLEI East Asia Secretariat operates in Seoul, South Korea, and ICLEI East Asia Secretariat Beijing Office (Beijing Office) was established in March 2018, with an aim to promote holistic, harmonious, inclusive sustainable development and eco-civilization at the local level. The Beijing Office particularly supports the efforts of Chinese local governments in developing low-carbon, resilient and eco-friendly cities, at the same time driving a green and circular economy.

Program Officer – Nature-based Development and Urban Biodiversity

Responsibilities

• Coordinating and implementing ICLEI’s sustainable development projects for Chinese cities, with specific focus on **urban biodiversity, ecotourism, raising urban resilience through nature-based solutions, sustainable development**

• Leading activities related to local / urban biodiversity protection, including but not limited to:
  o local biodiversity submit(s) under the framework of the Convention on Biological Diversity (CBD);
  o project components on H2020 EU-China NBS cooperation, e.g. CONNECTING Nature, CLEVER Cities, REGREEN
  o urban-rural linkages / urban regeneration
  o resilient city and capacity building climate change adaptation

• Providing technical assistance and capacity building to member and project cities, facilitating exchange and cooperation between Chinese and international cities on above listed areas

• Assisting the implementation of ICLEI’s urban programs and projects related to its low-carbon and circular development pathways in China

• Communicating with government agencies, non-governmental organizations and other partners in China to foster partnership

• Supporting project specific resource mobilization and strategy development

• Working in close cooperation and coordination with ICLEI East Asia Secretariat in Seoul, South Korea

• Reporting to the Program Manager at ICLEI East Asia Secretariat
Requirements

• have an excellent command of Chinese and English language
• have a master degree in ecology, sustainable development, environmental management (economics), urban planning, or another subject relevant to the position
• have at least two years of working experience in a relevant field, with preference to previous experience in international entities and/or with local governments
• Have good skills on external communication and networking, and good at team working and time management
• With innovation, self-initiative, critical analysis and problem solving skills

Terms and conditions

• The position is available immediately at the ICLEI East Asia Secretariat Beijing Office in Beijing, China.
• International travel will be required on occasional basis; communication with partners around the world may require work during unusual hours
• Working languages: English and Chinese
• Chinese passport holder

Application

Please submit your application (reference in subject line “Program Officer (NBS)”) to jobs.seoul@iclei.org with:

• Letter of motivation in Chinese and English;
• CV (max 3 pages each in Chinese and English), and photo;
• Indication of salary expectation and current salary (if applicable);
• Indication of citizenship; and
• Indication of availability date.