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

Application deadline: 17 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. The ICLEI World Secretariat is based in Bonn, Germany, the ICLEI East Asia Secretariat operates in Seoul, South Korea, and the 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 Manager**

**Summary**

The Program Manager (PM) is responsible for the development and management of the ICLEI Beijing Office’s program activities in China, including strategic planning, program partnership, supervision of project team, fund raising, and providing support to membership expansion and administration. The PM will report to the ICLEI China Chief Representative and be part of the management team.

**Essential duties and responsibilities**

1. **Program Management**
   - Develop and manage the ICLEI Beijing Office’s overall program portfolio in line with the strategy and priorities of ICLEI’s expansion in China, including program strategy development, formulation, planning, monitoring and implementation.
   - Lead the implementation of priority projects and activities in China, covering areas of urban biodiversity and nature-based solutions, low carbon city, air quality, resilience and green (circular) economy; and identify new program areas and opportunities that reflect the needs and interest of Chinese local governments.
   - Supervise a small team of program officers in the above program priority areas, effectively guiding and motivating the program team’s work, and ensuring the quality of outputs.
2. **Partnership and Membership**
   - Identify strategic partnership opportunities, develop and maintain effective relations with key partners, including donor agencies, governmental and non-governmental institutions etc.
   - Actively contribute to membership expansion and services, and synergize membership strategy in program design and implementation.

3. **Resource Mobilization**
   - Mobilize funding and resources for program operations in China, in coordination with other ICLEI offices and teams.
   - Identify and cultivate new funders and funding opportunities in priority program areas.

4. **Coordination, Strategy and Administration**
   - Work in close coordination with the teams in the ICLEI East Asia Secretariat based in Seoul, particularly the Program Manager(s) on program implementation.
   - Provide managerial inputs to the (annual) planning of strategy, programs and budget allocation of the ICLEI East Asia Secretariat and the Beijing Office.
   - Provide support to the Chief Representative to strengthen the administration and operations of the fast growing Beijing Office.

**Required knowledge, skills and abilities**

- **Education** Master’s degree or above, in a related field such as environment, energy, urban development, climate change and sustainability.

- **Experience** a minimum of 6 years’ experience in the above-mentioned program priority fields, including at least 2 years of experience in a managerial position related with program/project management; working experience with international organizations and Chinese local governments is an asset.

- **Language** native Chinese speaker, with excellent command of spoken and written English.

- **Leadership** proven leadership and managerial skills and experience; good at strategic planning; ability to inspire and motivate diverse groups towards achieving organizational goals; ability to guide and coordinate the program team work in delivering quality results.

- **Program Management** ability to propose program strategy and plan, formulate and manage projects following organizational procedures and rules, with good understanding and respect on the interest and needs of local governments in China for sustainable development; good at time management and project financing management.

- **Communication Skills** ability to communicate clearly and logically in both Chinese and English and across different cultures and backgrounds; good at consensus building in group communications and teamwork.

- **Strategic Thinking** ability to strategically analyze and understand the context of sustainable local (urban) development in China, anticipate and identify potential program opportunities.

- **Partnership and Fundraising Skills** experience and ability to identify, maintain and expand partnerships with key stakeholders, and mobilize resources and funding for program and organizational development.
- **Problem-Solving Skills** ability to define and identify key problems and challenges in a complex situation and work environment, and be able to propose practical solutions to resolve issues effectively.

- **Initiative** self-motivated, be able to work independently with minor supervision and under pressure; ability to propose and develop new initiatives with innovative thinking.

**Terms and conditions**

- The position is available immediately at the ICLEI Beijing Office in Beijing, China.
- International travels will be required occasionally; communications with partners and other ICLEI offices around the world may require working during unusual hours.
- Working languages: English and Chinese.
- Chinese passport holder is preferred.

**Application**

Please submit your application (reference in subject line: “Program Manager”) 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 in the CV;
- Indication of citizenship; and
- Indication of availability date.