

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

Application deadline: ~~12 December 2020~~ extended until 11 January 2021

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

Our Members, network and 26 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, while 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.

The **GEF-7 Sustainable Cities Impact Program (SCIP)** harnesses the power of networks and experience from the pilot phase and will support 24 new cities in 9 countries: Argentina, Brazil, China, Costa Rica, India, Indonesia, Morocco, Rwanda, and Sierra Leone. The program will advance the integrated approach of urban planning and bring together global, national, and local stakeholders to work together towards a common vision of sustainable, inclusive, gender sensitive, and resilient development.

The SCIP Global Platform (GP) will provide support to sustainable integrated urban planning, address policy reform, investments and innovative financing, and scaling-up action for cities with focus on countries where the SCIP Child Projects will be implemented. The SCIP GP will engage mayors, the private sector, city networks, UN agencies, multilateral development banks, and many other partners to support national and city governments in their sustainability ambitions and to design innovative solutions and implementation models. ICLEI will support SCIP GP activities in Asia. More details please click [here](#).

Vacancy: ICLEI SCIP COUNTRY COORDINATOR CHINA 招聘职位：全球环境基金可持续城市影响项目中国协调员

Description of duties

- Engage as lead for the SCIP Global Project in China, acting as the focal point between SCIP cities' local governments and the SCIP Global Core Team, building and maintaining relationships, liaising and acting as the interlocutor for SCIP cities in China with the global team.
- Maintain an excellent relationship with the China SCIP (National) Child Project teams and the GEF implementing agencies' in-country staff, to ensure coordination of the two projects, working in close synergy with each other.
- Liaise with the local governments of the SCIP cities on raising climate ambition, by setting clear targets on climate action as well as on other sustainable development elements, and tracking progress through global reporting platforms such as the CDP-ICLEI unified

reporting platform (for climate and energy commitments/action) and the CitiesWithNature reporting platform (for nature-based solutions and biodiversity commitments/action).

- Lead the compilation of the City Needs Assessments and City Support Plans in China for the SCIP cities.
- Compile ISUDAs (Integrated Sustainable Urban Development Assessments) for all China SCIP cities and mobilize the local governments to take ownership and update the ISUDA on project conclusion and beyond.
- Follow guidance from ICLEI and the SCIP Core Team on engaging with key urban development stakeholders in the country, such as private sector and regional development banks as it relates to the project.
- Mobilize and facilitate city participation in the SCIP Global Platform events and opportunities for learning, networking and peer exchange.
- Lead on event program development for SCIP events in the region, to respond to the needs of the China SCIP cities.
- Communicate SCIP events and knowledge products to SCIP cities in the region.
- Lead on organizing and conducting the National Dialogues (2 per country), ensuring the program responds to the SCIP and cities' needs.
- Work with the various component leads to develop events in the country, including Forums, City Academies, Peer Exchanges, finance related events.
- Identify potential additional non-SCIP China cities to be invited to learning opportunities.
- Mainstream the gender approach in deliverables and activities
- Support and synergize with ICLEI's relevant urban programs in China to bring benefits to the SCIP, e.g. East Asia Clean Air Cities, Green Circular Cities Coalition, Urban-Rural Assembly.

Expected outputs and deliverables

- Lead on coordinating in-country activities.
- Report regularly to the ICLEI SCIP Coordination Team, provide input to project reports, and summaries of all workshops and stakeholder meetings.
- Develop and manage relationships with SCIP cities, national government actors and Implementing Agencies, and identify appropriate counterparts for SCIP GP events and learning opportunities.
- Present the SCIP and opportunities for engagement to city and national government actors, as well as ICLEI internal and external stakeholders.
- Mobilize city engagement in the SCIP global offer, assess potential opportunities for further engagement, and mobilize commitments on local climate action and sustainable development components addressed by the SCIP Global Project.
- Compile ISUDAs, City Needs Assessments and City Support Plans for assigned cities, and over the course of the project collect and share lessons learned.

Qualification

- Master's degree or equivalent in international development, urban studies, environment, climate change or related field

- Minimum of five years of full-time work experience, demonstrable experience working with city and national governments on urban development issues
- Technical expertise in urban planning, sustainable urban development, sustainability or climate action
- Exceptional interpersonal, relationship building and written and verbal communication skills, including presentation experience
- Excellent project coordination (work plan), strategic thinking and analytical capabilities.
- Strong stakeholder engagement experience, as well as experience in developing or facilitating events and webinars
- Flexibility to travel
- Fluent in Chinese and English writing and speaking

Other terms and conditions

- Duration: Based on project timeline, currently estimated for 60 months. Initial probation of 3 months
- Starting Date: As soon as possible
- Duty station: ICLEI East Asia Secretariat Beijing Office, Beijing, China
- Reporting structure: The Country Coordinator will report to the ICLEI Global Coordination Team (Senior Technical Advisor and the ICLEI Technical Officer), as well as the Program Manager at ICLEI East Asia Secretariat /Beijing Office.
- Main outputs: Support all project implementation
- Preferably Chinese passport holder
- Standard Chinese labour contract with full social insurance

Application

Please email job application (reference in subject line: “**SCIP China Coordinator**”) including:

- 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
- Indication of availability date

to <jobs.seoul@iclei.org>.