



宜可城—地方可持续发展协会

东亚秘书处

Join ICLEI – Local Governments for Sustainability!

宜可城-地方可持续发展协会北京代表处招聘信息

Application deadline: 2 March 2021

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 <http://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 24 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.

Vacancy: Operation Officer

招聘职位: 营运官员

Responsibilities

- Executive Assistant to the Chief Representative of the Beijing Office on office daily operation and administration
- Supporting organizational and project accounting and financing practice
- Responsible for bookkeeping and documentation in the Beijing Office
- Communicating with government agencies, non-governmental organizations and other partners upon request
- Supporting the membership service under the supervision of the membership manager / officer
- Working in close cooperation and coordination with the operation team of ICLEI East Asia Secretariat based at Seoul

Requirements

- have an excellent command of Chinese and English language
- have at least a Bachelor degree or above in business administration, accounting, finance, sustainable development, public policy or another subject relevant to the position
- have **at least two years** of working experience in a relevant field of the responsibilities, with preference to previous experience in international entities and/or with local governments



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- Preferably with previous accounting/project financing experience
- Have good skills on external communication and networking, and excellent in team work 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.
- Working languages: English and Chinese
- Chinese passport holder

Application

Please email job application (reference in subject line: **“Operation Officer”**) 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 (before tax)
- Indication of citizenship
- Indication of availability date

to <iclei-china@iclei.org>.