



宜可城—地方可持续发展协会

东亚秘书处

## Join ICLEI – Local Governments for Sustainability!

**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: Program Manager**

#### **Summary**

The Program Manager (PM) is responsible for the development and management of ICLEI Beijing Office's program activities, and provides support on membership and strategic development and operation of ICLEI Beijing Office. The PM reports to ICLEI China Chief Representative.

#### **Essential duties and responsibilities**

##### **1. Program management**

- Develop and manage ICLEI Beijing Office's program activities in line with the ICLEI's strategy and priorities in China, including program strategy development, planning, monitoring and implementation;
- Lead the implementation of priority projects and activities in China, in line with ICLEI's five sustainable development pathways (nature-based, resilient, low emission, circular and people-centered); and identify new program opportunities that reflecting the needs and interest of Chinese local governments;
- Supervise related program officers in the above priority areas, guide the program team's work and ensure quality outputs;

##### **2. Partnership**

- Identify strategic partnership opportunities, develop and maintain effective relations with key partners, including donor agencies, governmental and non-governmental institutions etc;
- Contribute actively to membership development and services, and synergize membership strategy in program formulation;

##### **3. Resource mobilization**





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- 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. Strategy and administration**

- Work in close coordination with the ICLEI East Asia Secretariat based in Seoul; Provide inputs to the planning of strategy, programs and budget allocation of ICLEI East Asia Secretariat and Beijing Office;
- Support 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, ecology, climate change, urban development and sustainability;
- Experience: a minimum of six years of related working experience in priority areas mentioned above, including at least three years of proven experience in a managerial position related with program management; working experience with international (inter-governmental) organizations and / with Chinese local governments is preferred;
- 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 order to deliver quality results;
- Program management skills: ability to develop program strategy and plan, and manage projects following organizational procedures and rules, with good understanding and respect on the interest and needs of Chinese local governments; good at time management/planning and project financing;
- Communication skills: ability to communicate clearly and logically in Chinese and English and across different cultures and backgrounds; good at teamwork and consensus building in group communications;
- 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**





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- 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
- The position is only open to Chinese passport holders.

### **Application**

Please email job application (reference in subject line: **“BJO Program Manager”**) 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) in the CV
- Indication of citizenship
- Indication of availability date

to <[jobs.seoul@iclei.org](mailto:jobs.seoul@iclei.org)>.