Join ICLEI – Local Governments for Sustainability!

Application deadline: 28 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 Officer (Nature-based Development)

Responsibilities

- Coordinating and implementing ICLEI’s sustainable development projects for Chinese cities and regions, with a specific focus on urban biodiversity and nature-based solutions
- Depending on the candidate’s capacity, leading project activities including but not limited to:
  - As part of the team to support ICLEI’s preparation UN CBD COP15 in Kunming, Yunnan, especially Global Biodiversity Summit of Cities and Subnational Governments.
  - Nature-based solutions in an urban context, e.g. CONNECTING Nature, CLEVER Cities, REGREEN under the EU Horizon 2020 project framework, INTERACT-Bio under the International Climate Initiative.
  - Supporting the development of ICLEI’s urban nature methodological framework and its application in China
- 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 five 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 Beijing Office

Requirements
• have an excellent command of Chinese and English language
• have a master degree in climate change, ecology, sustainable development, environment, urban planning or another subject relevant to the position
• have at least three years of working experience in a relevant field as specified in the project activities, with preference to previous experience in international organisations 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 email job application (reference in subject line: “Program Officer (NBS)” 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>. 