Join ICLEI – Local Governments for Sustainability!

ICLEI-Local Governments for Sustainability is the leading global network of 2,500 local and regional committed to sustainable development. Active in 125 countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development. Our Members and team of experts work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability. Find out more at http://eastasia.iclei.org/.

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 Program now is renamed as UrbanShift.

The UrbanShift 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 Child Projects will be implemented. The UrbanShift 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 leads UrbanShift GP activities in Asia, and partner with World Resources Institute, C40 and UN Environment Programme in other parts of the world. More details please click here.

Vacancy: GEF-7 UrbanShift China Coordinator

本职位须具备五年以上国际合作及与中国政府部门和城市有关的项目经验。在项目周期内，与联合国环境规划署、世界资源研究所、C40等合作伙伴保持合作，重点为参与全球环境基金第7期中国子项目的中国成都、重庆和宁波三个试点城市提供能力建设、国际交流等技术支持，与中国子项目的实施单位世界银行和中国城市和小城镇改革发展中心密切合作，支持推动三个城市的绿色和可持续转型。

Description of duties

• Engage as lead for the UrbanShift Global Project in China, acting as the focal point between UrbanShift cities’ local governments (Chengdu, Chongqing, Ningbo) and the UrbanShift Global Core Team, building and maintaining relationships, liaising and acting as the interlocutor for UrbanShift cities in China with the global team.

• Maintain an excellent relationship with the China 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 UrbanShift 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 UrbanShift cities.

• Compile ISUDAs (Integrated Sustainable Urban Development Assessments) for all China UrbanShift cities and mobilize the local governments to take ownership and update the ISUDA on project conclusion and beyond.

• Follow guidance from ICLEI and the UrbanShift 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 UrbanShift Global Platform events and opportunities for learning, networking and peer exchange.

• Lead on event program development for UrbanShift events in the region, to respond to the needs of the China UrbanShift cities.

• Communicate UrbanShift events and knowledge products to UrbanShift cities in the region.

• Lead on organizing and conducting the National Dialogues (2 per country), ensuring the program responds to the UrbanShift 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-UrbanShift 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 UrbanShift, e.g. East Asia Clean Air Cities Network, Green Circular Cities Coalition, Urban-Rural Assembly.

**Expected outputs and deliverables**

• Lead on coordinating in-country activities.

• Report regularly to the ICLEI UrbanShift Coordination Team, provide input to project reports, and summaries of all workshops and stakeholder meetings.

• Develop and manage relationships with UrbanShift cities, national government actors and Implementing Agencies, and identify appropriate counterparts for UrbanShift GP events and learning opportunities.

• Present the UrbanShift and opportunities for engagement to city and national government actors, as well as ICLEI internal and external stakeholders.

• Mobilize city engagement in the UrbanShift global offer, assess potential opportunities for further engagement, and mobilize commitments on local climate action and sustainable development components addressed by the UrbanShift 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 labor contract with full social insurance

Application

Please email job application (reference in subject line: "UrbanShift 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.beijing@iclei.org>.