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: 27 January 2022

ICLEI-Local Governments for Sustainability is the leading global network of 2,500 local and regional governments 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/.

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 (Circular Development)

招聘职位：项目官员（循环城市）

本职位应至少具备三年以上相关领域的项目管理经验，优先考虑具有和政府部门及城市合作经验的申请者。该职位负责宜可城循环城市项目和活动在中国的执行工作，探索城市如何通过循环经济政策及工具带动城市的绿色转型、高质量发展，创造就业机会，助力碳中和可持续发展目标的实现。

Responsibilities

- Coordinating and implementing ICLEI’s sustainable development projects for Chinese cities and regions, with a specific focus on circular economy in cities and its connection to sustainable urban transition

- Depending on the candidate’s capacity, leading project activities in China including but not limited to:
  - Operating the Green Circular Cities Coalition, a platform established to support cities to shift the mindset from waste management towards resource management, reduce waste, and increase circularity via experiences exchange and mutual learning
  - Participating in a multi-year project starting in 2022 to support textile MSMEs’ transition to circular economy practices along the lifecycle in two Chinese cities under the framework of Switch-Asia; ICLEI leads activities in stakeholders engagement, policy instruments, roadmaps and innovative finance
  - Piloting the Circle Lab for Cities Program with two Chinese cities
  - Planning the initial phase of a Sino-EU twin city cooperation discussion in circular economy policies
Working with the Program Manager to create knowledge products, e.g. policy paper and local government training curriculum, in the areas of food, built environment, industrial parks, public procurement, narratives between circular economy and nature and climate neutrality, etc.

Please visit ICLEI East Asia annual report and ICLEI Circulars to understand further our circular development portfolio locally and globally.

- 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 other 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 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 economics, climate change, ecology, sustainable development, environment, urban planning or another subject relevant to the position.
- Demonstrate a clear understanding of circular economy or related topics (e.g. life cycle assessment) in cities or businesses.
- 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. Exact position level will be considered based on experience.
- 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 (Circular Development)”) including:

- 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 <jobs.beijing@iclei.org>.