

Vacancy Announcements

ICLEI–Local Governments for Sustainability is a global association of over 1000 cities and other sub-national government members who are committed to sustainable development. We provide technical services, capacity building and cutting-edge urban solutions to our member cities. ICLEI’s African Head Office is based in Cape Town, serving Members across Sub-Saharan Africa. (www.iclei.org)

ICLEI Africa invites suitably qualified individuals to apply for the positions below, for appointment as soon as possible:

Professional Officer: Urban Biodiversity Expert: initial 3-year contract position

ICLEI Africa seeks a biodiversity expert to add to its diverse team of technical experts in the fields of sustainability and urban development. This individual must have a passion for the field of biodiversity and ecosystem services in the global urban context coupled with the ability to:

- (a) Lead biodiversity/ ecosystem service related projects and associated multi-disciplinary project teams
- (b) Contribute to urban sustainability projects from a biodiversity / ecosystem services perspective
- (c) Lead key components of ICLEI’s global Cities Biodiversity Center’s international engagements

Hence, this individual will need to possess strong biodiversity/ ecosystem service expertise within the urban context, a working knowledge of international biodiversity/ ecosystem service negotiations and agreements, proven excellence in project management and business development. Furthermore, this individual must possess proven experience in working with senior governmental and associated stakeholders.

Specific Requirements:

- A Master’s degree in ecosystem services/ environmental science/ sustainability
- Minimum of 7 years post-graduate experience, at least at project management level

Professional Officer: Planning Expert: initial 3-year contract position

ICLEI Africa seeks a planning expert to add to its diverse team of technical experts in the fields of sustainability and urban development. This individual must have a passion for the fields of planning and urban sustainability in Africa coupled with the ability to:

- (a) Lead urban development related projects and associated multi-disciplinary project teams
- (b) Contribute to urban sustainability projects from a planning perspective
- (c) Successfully expand and drive an urban planning agenda within ICLEI Africa.

Hence, this individual will need to possess strong planning expertise, a solid working knowledge of planning legislation, regulations and procedures, proven excellence in project management and

business development. Furthermore, this individual must possess experience in working with senior governmental and associated stakeholders.

Specific Requirements:

- A post-graduate qualification in the field of planning.
- Professional membership of a planning association, e.g. the South African Planning Institute (SAPI).
- Minimum of 7 years post-graduate experience, at least 3 of which at project management level.

Senior Financial Officer (SFO): initial 2-year contract position

The SFO will provide a full spectrum of financial services as senior member of a dynamic financial management team, responsible for all accounting functions related to planning, budgeting and reporting functions. This individual must have a passion for financial management, coupled with:

- a) In-depth skills and knowledge related to financial and management accounting systems, principles and best practices, including comfortable advanced use of software tools such as PASTEL, MS Word, Excel etc
- b) Proven ability to multi-task, work under pressure, independently, meticulously and accurately, often on a multi-currency basis while under pressure as well as supervision of staff where needed.

Specific Requirements:

- A tertiary level accounting qualification (B Com degree or equivalent Accounting / Management Accounting / Costing qualification)
- Professional membership of a widely recognized professional accounting institution e.g. the South African Institute of Professional Accountants.
- Minimum of 7 years post-qualification experience, at comparable level of the advertised position with similar / same responsibilities
- Proven experience in financial management and reporting related to grants and international donor projects would be an added advantage.

Communications Manager: initial 3-year contract position

ICLEI Africa seeks a communications expert must have a passion for communications, advocacy, events, media and marketing coupled with the ability to:

- a) Plan, design, manage and execute a diverse range of corporate and project-related communications functions across a spectrum of projects, initiatives, campaigns, events and brands.
- b) Develop, manage and promote a range of innovative social media, web-based and more traditional communications platforms, campaigns and technical tools for different programmes and projects, including the content development, quality assurance, and associated database management.

c) Coordinate and lead global, regional and national events, stakeholder and partnership engagement, media liaison, protocol management and marketing campaigns, working closely with several multi-disciplinary teams.

Hence, this individual will need to possess exceptional communications and marketing skills and expertise and networks, with specific technical knowledge and skills in required fields coupled with proven excellence in project management and business development.

Specific Requirements:

- A post-graduate qualification in the field of communications or related field.
- Minimum of 7 years post-graduate experience, at least 3 of which at project management level.
- Specific IT skills and experience including in Wordpress, Indesign, Photoshop and/or Illustrator along with digital storage systems, website development and management
- Technical writing, editing, development and publishing skills.

“ICLEI Africa Internships: Interested and suitably qualified graduates and young professionals are invited to apply for an internship placement with ICLEI Africa for 2016/17”

Generic Requirements for all positions above:

- Exceptional leadership, communication, writing, presentation & analytical skills
- Valid code B driver’s license
- South African resident /valid work permit
- Must have a passion for and willingness to travel extensively locally and internationally.
- Knowledge of the African geo-political context and proficiency in French, Swahili or another African language will be an added advantage.

Please forward a comprehensive CV and covering (motivating) letter, including a certified copy of your ID to **Faghmieda King (faghmieda.king@iclei.org)** by **16h00 on the 5th of February 2016** indicating which position you are applying for.

Please provide proof of current employment, remuneration package, available starting date and three references in your application. No late applications will be considered.

A market-related and competitive annual remuneration package (TCOE based) will be offered to successful candidates, taking consideration qualifications and experience.

Kindly note: Applicants who have not been contacted within 30 working days of this advertisement, should regard their applications as unsuccessful.