

Job Opportunity in Bonn, Germany – Join ICLEI – Local Governments for Sustainability!

Deadline: 22 June 2018

ICLEI - Local Governments for Sustainability is the leading global network of over 1,500 cities, towns and regions committed to building a sustainable future. By helping the ICLEI Network to become sustainable, low-carbon, ecomobile, resilient, biodiverse, resource-efficient, healthy and happy, with a green economy and smart infrastructure, we impact over 25% of the global urban population.

The ICLEI Capacity Center is a division of the ICLEI World Secretariat which serves key organizational functions for the World Secretariat and the entire global organization and implements and/or manages projects within the World Secretariat. The ICLEI Capacity Center also provides and coordinates local ICT services to the ICLEI World Secretariat as well as global ICT services to the 17 regional offices.

To support our Data Management Team, we are looking for an

Officer, Data Management

The successful candidate will be a part of the international ICLEI World Secretariat team based in Bonn, Germany and will be placed within the ICLEI Capacity Center. The position is ideal for individuals who want to develop a data management profile in the not-for-profit sector.

Tasks:

Database development:

- Support the coordinating of ICLEI's global database development process with the external database developer
- Support development and update of APIs by creating and maintaining mapping files
- Create and maintain reporting forms and tools for the reporting and extraction of urban and regional data
- Support the facilitation of auto-population of reporting forms with the creation and maintenance of mapping files
- Maintain regular contact with contracted external service providers tasked with database and online system development
- Testing of the existing and newly developed systems, managing the testing report, coordinating troubleshooting with the external database developer
- Support the development of reporting frameworks for projects and initiatives
- Guiding and supporting colleagues in database and database related systems use
- Provide regular trainings to colleagues on how the use of the database can improve the efficiency of their project work
- Prepare and support webinars with global ICLEI staff and Members on topics such as data management, reporting and data analysis
- Support development of various project websites by leading the process implementation and acting as a liaison between ICLEI staff and external contractors

Data management:

- Update Membership database based on changes reported from ICLEI's Regional Offices
- Support the upload and extraction of data from/into reporting forms
- Design and provide customized reports to colleagues (e.g. event participant lists, summaries of self-reported data from local governments)

Additional:

- Represent the Head of ICLEI's Global Capacity Center in communications and calls with partners on projects related to data reporting and exchange
- Support the Head of ICLEI's Global Capacity Center in the execution of other Capacity Center projects and tasks as necessary

Requirements:**Main requirements:**

- Minimum of 2 years of experience with database and data management related tasks and/or user support in an office environment
- University degree (or equivalent) or completed apprenticeship in Information Systems, Data Administration, Computer Sciences or a related field
- Good knowledge of database modelling, MS Access, MS Excel
- Excellent command of English language (written and spoken)

Advantageous:

- Experience working with non-for-profit and/or membership organizations is strongly desirable
- Knowledge of German is advantageous, additional languages spoken in ICLEI Regional Offices (Spanish, Portuguese, Korean, Japanese) are an asset

Behavioral competences:

- Pro-active attitude. Take ownership of activities and responsibilities.
- Good interpersonal skills
- Good problem solving skills and solution oriented approach. Ability to remain calm, cool and collected in stressful situations.
- Well organized, accurate and attentive to details

Terms and conditions:

- The position is available from 1 August 2018 at the ICLEI World Secretariat in Bonn, Germany. The duration is planned until the end of 2019, with a possible extension.
- The Officer, Data Management will be supervised by the Head of ICLEI Global Capacity Center.
- ICLEI is offering an annual salary starting at 33.800 EUR before tax and social insurance fees, with the final salary to be determined based on the chosen applicant's skills and experience.
- Working hours: 40/week
- 30 days of paid leave per year

- Working language: English
- Due to legal requirements, applicants must be eligible to obtain an appropriate work permit for Germany prior to the start of the position.

Application:

By email to jobs.bonn@iclei.org. Please include “Officer, Data Management” in the subject line and send us:

- A letter of motivation
- Your recent CV (3 pages at most)
- Indication of possible start date
- Indication of citizenship (and if non-EU, whether you are holder of a work permit for Germany)

Please note that applications received after the deadline cannot be considered.

In order to support the evaluation via interview, shortlisted candidates might be required to undergo a written test relevant to the job content prior to the interview.

Kindly note, that applications are reviewed continuously upon arrival, therefore submitting your application as soon as possible is advisable.

The ICLEI World Secretariat shall only contact those applicants shortlisted for this position.