



宜可城—地方可持续发展协会

东亚秘书处

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: August 31, 2024

宜可城—地方可持续发展协会（ICLEI—Local Governments for Sustainability，简称“宜可城”），是由全球 2,500 多个城市 and 地区组成的合作网络，旨在推动城市可持续发展。宜可城的地方政府会员遍布 125 多个国家，积极参与制定全球可持续发展重要议程，并在地方层面共同推动迈向低碳、基于自然、公平、韧性和循环的发展行动（关于宜可城的更多信息，请访问：<http://eastasia.iclei.org/>）。

通过设在全球的 25 个宜可城办公室，我们积极组织地方政府会员开展知识分享、能力建设等活动，深化合作伙伴关系，支持地方政府在应对气候变化、生物多样性保护、循环经济、城市韧性等重点领域参与全球进程并推进地方行动。宜可城全球秘书处位于德国波恩，东亚秘书处位于韩国首尔，东亚秘书处北京代表处于 2018 年 3 月设立，旨在推动全面、和谐、包容的可持续发展和生态文明建设，帮助中国地方政府发展绿色和循环经济，建设低碳、有韧性和生态友好的可持续城市。

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 25 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: Internship

招聘职位：实习生

岗位职责

- 协助宜可城北京办公室项目团队执行有关技术合作项目， 主要领域包括城市生物多样性、韧性与气候适应、低碳发展等；
- 提供资料收集、分析和研究等方面的支持；主要参与组织有关会议、论坛和培训等项目活动；
- 参与编写或翻译有关项目文件、案例研究及 新闻宣传材料；
- 为其他有关事务性工作提供支持；
- 与在韩国首尔的宜可城东亚秘书处团队保持紧密的团队协作关系

Responsibilities

- Support ICLEI Beijing Office program team in technical project implementation, in the fields of urban biodiversity, resilience and low emission development
- conducting data collection and research activities;
- Participate in organization of internal/external meetings, conferences, virtual workshops and other project activities;
- Participate in the preparation or translation of press release, case study materials and project documents;
- Assist in administrative work and other activities as needed;
- Working in close cooperation and coordination with ICLEI East Asia Secretariat in Seoul, South Korea.

申请资格

- 中英文流利；
- 本科或硕士研究生在读，或有相关实习经历的毕业生，环境、生态学、可持续发展、城市规划、公共管理、国际关系等相关专业优先；
- 工作细心、负责、主动，按时完成工作
- 具备良好的跨文化团队沟通和协作能力
- 具备良好的写作能力和批判性思维

Requirements

- Have an excellent command of Chinese and English language;



- Bachelor's or Master's degree candidates, or graduates seeking relevant internship experience are also welcome. Majors in environment, ecology, sustainable development, urban planning, public administration, international relations, and other related fields are preferred;
- Work carefully, responsible, initiative to complete the work on time;
- Good cross-cultural team communication and collaboration skills;
- Good writing skills and critical thinking skills

实习时间

- 至少三个月或以上

Internship Duration

- 3-month or above

实习待遇

- 提供交通和餐食补贴
- 实习期满可获得中英文实习证明
- 熟悉国际组织的日常运营，学习了解城市可持续发展、环境、气候等领域的专业知识，积累相关工作经验

Internship Package

- Transportation and meal allowance provided;
- Certificate of internship in English and Chinese at the end of internship period;
- Familiarize with the daily operations of international organization, learn urban sustainability, environment, climate and other areas of expertise, and gain relevant work experience

其他条件

- 工作地点：北京，即刻入职
- 工作语言：中文和英文
- 须为中国国籍

Terms and conditions

- The position is available immediately at the ICLEI East Asia Secretariat Beijing Office in Beijing, China.
- Working languages: English and Chinese
- Chinese passport holder

申请方式



有意者请将下列文件通过电子邮件发送至<jobs.beijing@iclei.org>（邮件标题：ICLEI Internship）

- 中、英文简历（至多各三页）和照片

Application

Please email job application (reference in subject line: **"ICLEI Internship"**) including:

- CV (max 3 pages each in Chinese and English), and photo

to <jobs.beijing@iclei.org>.

