1. **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: April 25, 2025**

宜可城—地方可持续发展协会（英文名ICLEI—Local Governments for Sustainability，简称“宜可城”）成立于1990年，是全球最大的地方政府间合作组织之一，会员包括来自120多个国家的 2500 多个城市和地区，致力于推动地方和城市可持续发展。宜可城积极参与全球重要可持续发展议程的制定和实施，是《联合国气候变化框架公约》、《联合国生物多样性公约》、《联合国防治荒漠化公约》三大公约的观察员和地方政府参与履约行动的协调员。围绕着低碳、自然、韧性、循环和以人为本五大路径，宜可城积极支持地方政府开展可持续行动（关于宜可城的更多信息，请访问： <http://eastasia.iclei.org/>； 微信公众号：ICLEI\_China）。

通过全球25个办公室，我们为全球地方政府会员提供因地制宜的技术支持、能力建设和合作交流等机会。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、循环、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 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: Operations Officer**

**招聘职位：运营官员**

**Responsibilities**

* Assist the Beijing Office Chief Representative on daily operations and administration
* Coordinate accounting, project financing and office bookkeeping
* Manage human resources related work, including hiring and contractual management etc.
* Communicate with government agencies, non-governmental organizations and other partners upon request
* Support membership services and project activities upon request
* Work in close coordination with the ICLEI East Asia Secretariat and other ICLEI offices

**职责**

* 为首席代表在办公室日常运营和行政工作等方面提供支持
* 参与和协调机构财务和项目资金管理，负责薄记
* 统筹人事管理工作，包括招聘、合同管理等
* 根据要求与政府部门、非政府组织和其他合作伙伴保持日常工作联系
* 为会员服务和相关项目活动开展提供必要的协助
* 与宜可城东亚秘书处和其他办公室保持密切协作

**Requirements**

* Excellent command of Chinese and English language
* A Bachelor degree or above in business administration, accounting, sustainable development, public policy or another subject relevant to the position
* have at least one year working experience in a relevant field, with preference to previous experience in international organizations and/or with local governments
* Accounting or project financing management experience preferred
* Skilled in communications and time management, with strong team work spirit
* Innovative, self-motivated and analytical

**职位要求**

* 中英文流利
* 具有会计、管理、可持续发展、公共政策等相关专业本科或以上学历
* 有至少一年以上的相关工作经验，有国际组织和政府合作经验者优先考虑
* 有项目财务管理经验者优先考虑
* 优秀的沟通、社交与时间管理能力，擅于团队合作
* 具有创新意识，能够自我激励，具备批判性分析能力

**Terms and conditions**

* The position is available immediately at the ICLEI Beijing Office
* International travel will be required on an occasional basis; communication with partners around the world may require work during unusual hours
* Working languages: English and Chinese
* Chinese passport holder only

**其他条件**

* 即刻入职；
* 能接受国际差旅及与全球合作伙伴沟通时的跨时区会议；
* 工作语言: 中文和英文；
* 必须为中国国籍

**Application**

Please email your application (reference in subject line: **“Operations Officer”**) including:

* Letter of motivation in Chinese and English
* CV (max 2 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 <[iclei-china@iclei.org](mailto:iclei-china@iclei.org)>.

**申请材料**

请把下述申请材料发到<jobs.beijing@iclei.org> (邮件标题: **“Operations Officer”**) :

* 中英文动机信，注明期望薪资和当前薪资（税前）
* 中英文简历 (不超过2页)和照片
* 国籍
* 最早入职日期