

**Vacancy: Project officer (f/m/d) for Germany-focused and international projects**

<b>Application Deadline:</b>	until position filled
<b>Starting Date:</b>	as early as possible, ideally 1 January 2023
<b>Duration:</b>	1 year, extension possible, dependent on funding
<b>Location:</b>	Berlin, Germany (remote work possible, but at least 2 day/week in office)
<b>Job Type:</b>	32 hours per week
<b>Prerequisite:</b>	at least 2 years of relevant professional experience

The [Berlin Governance Platform](#) promotes transparency and participation to solve societal challenges. To this end, it supports an improved exchange between politics, business, science, and civil society and develops governance concepts and projects for sustainable and common good-oriented solutions with the participation of the most diverse perspectives possible.

The Berlin Governance Platform hosts the Climate Transparency Secretariat. [Climate Transparency](#) is a global partnership with a shared mission to stimulate a ‘race to the top’ in G20 climate action and to shift investments towards zero-carbon technologies through enhanced transparency. Climate Transparency’s major goal is to enhance the knowledge of key actors on G20 climate performance and thus their readiness to push for more ambitious climate action in G20 countries.

The Berlin Governance Platform is also working for stronger climate policies on national and subnational level in Germany. A focus in 2023 is to strengthen the role of socio-political actors in advancing acceptance and implementation of climate policies in Germany.

For this, we are seeking a **project officer (f/m/d) to strengthen our climate & energy team**. The person chosen will work **on Germany-focused and international projects**.

**Key responsibilities** include:

- Research and implementation of a knowledge and dialogue project that engages socio-political actors such as trade unions and social organisations in the climate change debate in Germany, with the goal of internalizing the climate challenge in their social agendas, incl.:
  - Identify important socio-political actors and support approaching them
  - Draft interview guideline and support and summarize interviews and extract key findings
  - Organize workshops with selected socio-political actors
- Support Climate Transparency’s work around implementation in the run-up to the Global Stocktake of the UNFCCC in 2023, incl.:
  - Work on a project assessing the status of implementation of climate policies (e.g., decarbonization of transport) in selected G20 countries, incl. the EU
  - Collect lessons learned by participating partners and establish synthesis document (incl. design)

- Coordinate events to present and discuss findings with multiple stakeholders from various G20 countries, incl. EU
- Support other communication through website, newsletter, blogs
- Conduct regular project management tasks (incl. impact monitoring and documentation, support donor reporting, support financial management of project)

**Knowledge, experience, and skills:**

- Minimum education: Bachelor's degree in a relevant subject
- Minimum of two years of experience in the area of climate change with an understanding of the climate policy landscape, in Germany as well as on the international level and/or with socio-political actors
- Knowledge in the areas of mitigation and/or finance, adaptation e.g., in a specific sector (e.g., energy systems, industry) is a plus
- Experience in interview design and strong conceptual thinking required
- Excellent report writing, communication and presentation skills in German
- Proficiency in English (working language in the international projects); another G20 language is a plus
- Experience in small to medium projects at the national level with a diverse range of stakeholders is a plus
- Knowledge in Wordpress is a plus

We see diversity as a strength and are looking forward to you adding your facet to our work!

**We offer:**

- A friendly, flexible, and motivated team in our office at the Pariser Platz in Berlin
- Openness to change and new ideas
- High work flexibility, in terms of time and space
- Working with an inspiring and inspired international partnership from G20 countries
- Pay grade based on TV-ÖD E12

**Interested?**

Please submit a CV, a cover letter, a most recent writing example to Sebastian Wegner ([career@governance-platform.org](mailto:career@governance-platform.org)).

We would like to fill the position quickly and look forward to receiving your application as soon as possible. Interviews are conducted on an ongoing basis.

If you have any questions about the position, please do not hesitate to contact us using the above mentioned address.