



VACANCY: Project Lead (w/m/d)

30 January 2024

Application Deadline:	29 February 2024
Starting Date:	Project start date is April 2024
Duration:	12 months (extension subject to funding)
Location:	Preferably based in Berlin, Germany (hybrid working format possible)
Job Type:	32h/Week
Job Category:	At least 3 years of relevant professional experience required

The Berlin Governance Platform is a not-for-profit, limited liability company, based in Berlin, Germany. We promote democratic processes and thought-through governance strategies in Germany, Europe and worldwide (www.governance-platform.org/en). The Platform is hosting the International Secretariat of Climate Transparency (<https://www.climate-transparency.org/>), which 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.

Job description:

We are seeking an experienced project coordinator (f/m/d) to strengthen our Climate Transparency team for a project to advance the financing of the energy transition in the G20. As project lead, you will ensure a successful delivery of the desired impact, provide substantial content work and perform project management tasks in close cooperation with our 14(+) partner organizations in G20 countries.

Key responsibilities include:

- Coordination of the development of an Acceleration Call on "Financing the energy transition in the G20" as the lead author (see our Acceleration Calls [here](#)). This includes:
 - The production of policy papers and outreach strategies
 - Regular project management tasks (incl. impact monitoring and documentation, donor reporting, financial management of the project, internal communication of the partnership, as well as the preparation of international partner workshops, and



- The preparation of monthly Steering Group Calls of Climate Transparency
- Development of an impactful outreach strategy, positioning the Acceleration Call at most relevant opportunities (incl. G20 Summit, COP, Climate Action Summit / New York Climate Week)
- Coordination of outreach activities incl. international and national (social) media campaigns by contributing to the development of relevant key messages (backed by data)
- Contribution to further fundraising activities

Knowledge, experience and skills:

- Master's degree in a relevant subject
- Minimum of three years of experience in climate change issues both at the national and international level
- Excellent report writing, communication and presentation skills
- Experience in handling data sets and ability to develop narratives appealing to different stakeholder groups
- Experience in managing medium-size projects (incl. handling of consultants) at the international level with a diverse range of stakeholders (incl. handling of review processes)
- Excellent writing and speaking skills in English, German is an advantage
- Advanced knowledge of Microsoft Office applications (Word, Excel, Outlook etc.)

We offer:

- A friendly, flexible and motivated team in our office in Berlin
- Working with an inspiring international partnership from G20 countries
- A Deutschlandticket Job benefit
- A salary based on TVÖD-13
- A possibility to conduct annual professional training

Interested?

Qualified candidates should submit their application (in English) consisting of:

- A CV of maximum 2 pages
- A cover letter outlining your motivation and qualification for the position as well as the earliest possible starting date
- One recent writing example (e.g. a publication)
- At least one reference

Please send your application by **29 February 2024** to Dr. Gerd Leipold (career@governance-platform.org). Interviews are planned to be conducted in the week of 4-8 March 2024 in Berlin.