

CityNet Vacancy Announcement: Program Intern

Application deadline: 21st of March '24. 13:00 ※ *It must arrive by this time/date.*

CityNet is the largest association of urban stakeholders committed to sustainable development in the Asia Pacific region. Established in 1987 with the support of UNESCAP, UNDP and UN-Habitat, the Network of cities has grown to include 173 municipalities, NGOs, private companies and research centers. We connect actors, exchange knowledge and build commitment to more sustainable and resilient cities. Through capacity building, city-to-city cooperation and tangible projects, we help our members respond to Climate Change, Disaster, and Sustainable Development Goals.

The CityNet Secretariat is currently looking for suitable candidates for the following position.

Program Intern: One vacancy

Responsibilities

- Support Program Directors and Officers in the implementation of CityNet activities related to outreach, capacity building, publications and various programs/activities/projects.
- Contribute to organization and execution of thematic webinars, bilateral and multilateral city meetings, and other city-to-city cooperation and capacity-building activities
- Support CityNet Secretariat in preparations and conduct of CityNet Executive Committee & various workshops/meetings.
- Assist primarily in the logistical and administrative support.
- Translate documents from Korean to English and vice versa.
- Coordinate with Korean vendors and prepare documentation.
- Write news, feature stories, conduct online research, and support documentation.
- Assist in drafting, finalizing, and distributing documents, reports, etc.
- Assist in copy-editing of texts and creation/modification of visual materials
- Join the meetings with members, and partners and record the meeting notes and photos
- Other tasks requested by the (Deputy) Director and Officers.

※ *Please note: Tasks and responsibilities may be adjusted by supervisor.*

Required qualification.

- Undergraduate students, graduate students, and recent graduates majoring in urban development, public policy, international relations, development studies, project management, environmental studies or related fields in the activities and mission of CityNet
- Proficient in spoken/written English
- Nationality: Korean
- No legal/personal obstacle for overseas business trips

Desired qualifications

Experience in project assistance at a professional setting is ideal

Experience working with governments or international organizations would be an asset

Working Conditions

- Contract period: 1st April ~ 31st August, 2024

***Please Note:** The contract term may be changed according to recruitment procedures and the needs of the organization.*

- Location of office: CityNet Secretariat, 10F, Seoul Global Center, Jongno-gu, Seoul, Republic of Korea
 - Working Hours: Monday to Friday from 9:30 ~ 18:00 with a one-hour lunch break
 - [One paid day off per month](#) (including sick days)
 - Benefits: National pension program, medical insurance, employment insurance, and occupational health and safety insurance
 - Intern Stipend: 73,950 KRW (per day, including taxes & employee share of national pension/insurances)

Timeline (eligible to change)

- Application Deadline: 21st of March 2024. 13:00
***Please Note:** Only applicants who pass the document assessment stage will be invited to participate in the next stage (interview) of the recruitment process.*
- Interview: 26th of March (in-person)
***Please Note:** Applicants must be able to physically attend it at the designated day/time and always reachable through their mobile phones.*
- Expected Starting Date of Final-Selected Candidate: 1st of April 2024

Required Documents (there's no designated form and all documents should be in English)

- Resume (with photo)
- Cover Letter

***Please Note:** The final candidate will be asked to send the copies of diplomas and the employment verification letters (if applicable) later.*

How to apply (all documents should be in English)

- Submit the required documents to the following e-mail addresses :
citynet.recruitment@gmail.com
- For further inquiries, contact the CityNet Secretariat to citynet.recruitment@gmail.com

***Please Note:** this position does not provide an employee-employer relationship between the successful applicant and CityNet Secretariat.*