

CITYNET Secretariat

Assistant Secretary General Terms of Reference

Application Deadline : 4 August, 2024

Overview

CITYNET, *The Regional Network of Local Authorities for the Management of Human Settlements*, is a Network committed to tackling common challenges including the increase in urban poor population, limited access to housings and freshwater, poor sanitation conditions, among others which arose from rapid urbanization. With more than 170 member cities and organizations across the Asia Pacific region and beyond, CITYNET has been actively working as a platform for international and city-to-city cooperation since its establishment in 1987.

CityNet Secretariat is now inviting competent candidates with expertise in international business, organization operation, and fundraising to apply for the following :

■ Position Title

- Assistant Secretary-General

■ Responsibilities

- Supervising overall and day-to-day management of CITYNET Secretariat
- Undertake missions for Congress and Executive Committee
- Supervising overall management of budget, settlement of account and personnel
- Making decisions on major agendas of the Secretariat
- Fundraising from donors and UN Agencies
- Planning and developing outreach strategies to expand membership network
- Other assignments delegated by the Secretary-General in pursuance of the objectives of CITYNET

■ Qualifications

○ Required Qualifications **All applicants must meet all qualifications*

- Experience in Urban Development / International exchange / Human Resources Management / Public Administration / Economics / Law at a minimum of 10 years
- Master's degree or higher in Urban Development, International exchange, Human Resources Management, Public Administration, Economics, Law, and other relevant fields
- Excellent oral and written communication skills in English
- No legal restriction on overseas travelling

○ Preferred Qualifications

- Competency with any relevant experience for developing a cooperative relationship with major member cities such as Seoul City, the president city of CITYNET
- Capacity to actively engage in networking with other organizations including international organizations, international non-profit organizations, and public organizations
- Experience in working on duties related to Asia-Pacific regional affairs

■ Core Competence

- High level of English proficiency
- Conflict resolution & management skills
- Performance-oriented leadership and problem-solving skills
- Member-oriented mindset and communication skills
- Driven and forward-thinking mindset

■ Reporting and Supervision

- Secretary-General

■ Working Conditions

- Duty Station: CITYNET Secretariat(10F Seoul Global Center, Seoul, Republic of Korea)
- Term of a contract : 2 years from the day of contract
- Working Hours : Monday to Friday 9:30 ~ 18:00
- Language : English, Korean
- Annual Salary : one-hundred million KRW

■ **Requirements** *(All the documents need to be submitted in English)

- (Mandatory) CV and Cover Letter, Two reference letters (MS Word)

** Note: The cover letter should include your reason for applying for the position with a detailed description of your background, A4, MS Word)*

- (Optional) Essay : (A4, MS Word 3pages), Vision for the Sustainability of CITYNET

■ **Selection Process**

- 1st Round : Application review (receiving applications 8 July ~ 4 August 2024)
- 2nd Round : 2 Interviews (14 August 2024 & 1 day during 20 ~ 22 August 2024)
- Contract and Starting Date : 2 September 2024

*(Notes: *Proposed dates are tentative and may change depending on the situation.*

*** Only selected candidates will be contacted and applicants who pass the first round will be individually notified with the interview date and location.)*

■ **How to apply**

- Interested applicants should apply by 23:59 4 **August 2024** to CITYNET Secretariat via e-mail (citynet.recruitment@gmail.com)
- For any inquiries, please e-mail at citynet.recruitment@gmail.com or contact us at +82-2-723-0646/0628