**CityNet Vacancy Announcement:**

**Programme Assistant (Intern)**

**Application deadline:** 19th of August ’24. 23:59 *※Application 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 Officer/s in the implementation of activities related to the conduct of Executive Committee Meeting, Capacity Building, Outreach, and CityNet Services.
* Perform administrative, procurement, and logistics support for the CityNet Executive Committee Meeting and other related activities.
* Coordinate with Korean vendors and prepare documentation support.
* Assist in the basic interpretation from Korean to English whenever applicable.
* Assist in the developing, packaging, and distributing documents, reports, and other visual materials.
* Write news and feature briefs, conduct online research and support documentation work.
* Participate in meetings and provide meeting notes and photos.
* Other tasks requested by the assigned Officer and Program Directors

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

**Required qualifications**

* 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 management assistance at a professional setting is ideal
* Experience in administrative and coordination work
* Experience working with governments or international organizations would be an asset

**Working Conditions**

* Contract period: 2nd September, 2024 ~ 28th February, 2025

***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 pensionㆍinsurances / excluding statutory-leisure pay)

*※ In the year 2025, intern stipend will be 75,225 KRW (per day / including taxes & employee share of*

*national pensionㆍinsurances / excluding statutory-leisure pay)*

**Timeline (eligible to change)**

* Application Deadline: 19th of August 2024, 23:59

***Please Note:*** *Only applicants who pass the document assessment stage will be invited to participate in the next stage (interview) of the recruitment process*.

* Conduct Interview: 29th of August (face to face)

***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: 2nd of September 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**](mailto: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.*