**CityNet Vacancy Announcement: Operations Intern**

**Application deadline:** the 20th of December ’24. 16:00 *※ 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 154 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.

**Operations Intern: One vacancy**

Please see below for more information on the job functions/responsibilities, job requirements, working conditions and application procedure.

* **Tasks and Responsibilities**
* Support CityNet Secretariat operations, including financial settlements and audits.
* Interpret meetings between Korean and English (vice versa).
* Manage budgets and accounting; assist with member management.
* Prepare and translate materials such as reports and references (Korean-English).
* Perform administrative tasks within the operations team.
* Assist with preparations of various format documents dealing with public/governmental matters

***Please Note:*** *Tasks and responsibilities may be adjusted by the Operations Team.*

* **Required Qualifications**
* Undergraduate or graduate students, or recent graduates.
* Fluent in both English and Korean, with strong oral and written communication skills.
* Nationality: Korean.
* Proficient in computer skills, especially in core MS Office applications (particularly Excel) and Hancom Office, as well as virtual meeting software.
* Ability to actively network with various organizations, including international organizations, non-profits, and public institutions.
* Ability to write or edit public/government documents is an asset.
* **Working Conditions**
* Contract period: 2nd January 2025(Thu.) ~ 30th June(Mon.), 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: 75,225 KRW per day with a statutory-leisure pay per week(amounts prior to tax and national pesion/insurances deductions)

**Timeline (eligible to change)**

* Application Deadline: the 20th of December 2024. 16:00
* Conduct Interview: 26th December including morning (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 especially on 23rd December to be notified of interviews.*

* Estimated Starting Date: the 2nd of January 2024

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

* Resume (with photo)
* Cover Letter
* Language Proficiency Certificate (Optional)
* Certificate or License in the fields of accounting/finance and computer skills(Optional)

***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.*