

CITYNET Secretariat

Under-Secretary-General Terms of Reference

Application Deadline : 7 January, 2025

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 162 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

- Under-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*
 - Strong working knowledge and experience in related fields such as urban development, international exchange, human resource management, management, economics, law, etc. and at least 15 years of experience in international organisations, public and private institutions, academia, research institutes, etc.
 - 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 Metropolitan Government
 - 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 23 Dec. 2024. ~ 7 Jan. 2025)
- 2nd Round : 2 Interviews
 - ▶ 1st interview : one day during the period of 14 ~ 17 January 2025
 - ▶ 2nd interview : one day during the period of 20 ~ 22 January 2025

*(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 7 **January 2025(23:59)** 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