**CityNet Vacancy Announcement**

**Application deadline:** 31st of December 2024. 23:59

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 162 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 Officer:** One vacancy

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

* **Task and Responsibilities**
* Support organizing CityNet Executive Committee Meeting, CityNet Congress, and mission trips.
* Facilitate knowledge and experience exchange among Korean CityNet members.
* Organize and manage international events including domestic and international forums and conferences.
* Translate and publish CityNet reports, plans, and monthly newsletter in Korean.
* Manage the overall process of project planning, application, management, and monitoring.
* Translate and prepare English-Korean documents, perform administrative tasks within the programs team.
* **Required Qualifications**
* **A bachelor’s degree** in Public Administration, Communications, Public Relations, Economics, Development Studies, Sociology, Asian Studies, Urban Studies, Tourism Management or any other relevant area. A master’s degree is preferred.
* **At least 1 year of work experience** in 1) facilitating partnerships, knowledge exchange, or joint projects between cities, 2) working with municipalities on public services, 3) planning international workshops, city forums or conferences, and managing logistics and content, and/or 4) drafting report and guidelines.
  + Eligible Working Experience:

Working experience in international relations / international organization, local authorities, public institutions, embassies, universities, private institutions, etc.

* **Fluent in English and Korean**: must be fluent and accurate, orally and in writing.
* **Nationality is irrelevant**
* No legal restrictions on overseas travel.
* Applicants who have worked in or with a local authority will be given preference.
* **Core Competencies**
* Exceptional communication and organizational skills, with fluency in Korean and English and an ability to engage effectively with stakeholders across different cultures in the Asia Pacific region.
* Advanced proficiency in Korean, with the ability to draft clear, professional reports and communicate complex ideas effectively for government agencies, local governments, and international organizations.
* Ability to establish and maintain partnerships with government agencies, local governments, international agencies, and private sector entities.
* Excellent computer skills (Core MS Office applications, Hancom Office, applications for virtual meeting software)
* Excellent interpersonal skills and ability to work as a team
* **Preferred Competencies**
* Experience in working on duties related to Asia-Pacific regional affairs and having a comprehensive knowledge of social, economic and political development in the Asia-Pacific regions.
* Experience in the field of Sustainable Development Goals including climate change, urban infrastructure, disaster risk reduction and management
* Experience in implementing projects with governmental organizations (UN, KOICA, World Bank, etc)
* Proficiency in an Asian language (e.g. Chinese, Japanese, Indonesian or Malaysian Bahasa, Tagalog or any other regional language) is considered an advantage.
* **Working Conditions**
* Start Date: During January 2025
* Location of office: CityNet Secretariat, 10F, Seoul Global Center, Jongno-gu, Seoul, Republic of Korea
* Contract Period: One year including a three-month probationary period

***Please Note:*** *The contract term may be extended based on the results of an annual assessment and the needs of the organization*.

* Working Hours: Monday to Friday from 9:30 ~ 18:00 with a one-hour lunch break.
* Working Language: English and Korean.
* Annual Salary(in KRW): Will be determined based on the internal salary system (depending on the applicant's abilities, work experiences, etc.)
  + Monthly salary(One twelfth of annual salary) shall be paid to your Korean domestic bank account by bank transfer on the 25th of each month after deductions of tax and the self-burden amount of all kinds of national pension/insurances according to domestic law.

***Please Note:*** *The detailed annual salary is determined under the employment contract and only 80% of the monthly salary will be paid during the probationary period*

* **Required Documents (There’s no designated form)**
* Resume and Cover Letter (Mandatory, Must be in English, with photo, birth date & mobile phone # always reachable)
* Certificate of Graduation or Diploma (Mandatory, English or Korean)
* Certificate of Employment or Certificate of Employment History (Mandatory, English or Korean)
* Portfolio (Optional, English or Korean) \*Including Concept Notes, Reports, Articles, etc.
* Language Proficiency Certificate (Optional)
* Any type of Certificate or License (Optional)
* In case of a national other than Republic of Korea(South Korea), copy of alien registration card(visa) including duration of stay issued by Korean government (Mandatory)
* **Recruitment Procedures**

1. **Deadline for Submission of Required Documents – 31st of December 2024. 23:59**
2. **Interview (Korean and English) – 7th of January 2025**

***Please Note:*** *Applicants must be able to physically attend it at the designated day/time and always reachable through their mobile phones especially on 3rd& 6th January 2025 to be notified of interviews. Interview venue a*ddress is office of CityNet Secretariat at 10F, 38, Jong-ro, Jongno-gu, Seoul, Republic of Korea

1. **Signing Employment Contract and Employment Starting Date – January 2025**

* *Please Note: Only applicants who pass the screening and interview will be invited to participate in the next stage of the recruitment process. Furthermore, the recruitment schedule may be subject to change, depending on the circumstances.*
* **How to apply**
* Submit the application documents to the following e-mail address : [**citynet.recruitment@gmail.com**](mailto:citynet.recruitment@gmail.com)

**(Title must start with ‘Program Officer application’.)**

* Deadline for submission: 31st December (Tue.) 2024, until 23:59
* For further inquiries, contact [citynet.recruitment@gmail.com](mailto:citynet.recruitment@gmail.com) / (02) 723-0628