**[붙임1]**

**CityNet Vacancy Announcement**

**Application deadline:** 28th of December (Tue.), 2021. 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 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, Sustainable Development Goals and rising Infrastructure demands.

The CityNet Congress, held once every four years, is the biggest gathering of CityNet members. It is a unique opportunity to meet face-to-face with CityNet members along with leaders and urban actors from across the Asia and the Pacific. At the Congress, CityNet will also elect its new set of officers. The Congress also features knowledge exchange and networking. The 2022 CityNet Congress will be held in Kuala Lumpur, Malaysia.

The Congress consists of Legislative Meetings and International Seminar of CityNet and its prominent partners in addition to the programme proposed by Kuala Lumpur City Hall.

The CityNet Secretariat is currently looking for suitable candidates for the following position.

**Congress Coordinator: One vacancy**

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

* **Task and Responsibilities**
* Overall management on the preparation and follow up activities of the CityNet Congress 2022 in September in Kuala Lumpur, Malaysia.
* Undertake any other relevant tasks assigned by the Directors

 More specifically, the coordinator will:

* Develop, organize and distribute the Agenda Papers
* Manage the registration process including but not limited to: confirming attendance, travel arrangements, communicating with participants concerning logistics arrangements for the event, etc.
* Send the invitation and thank you letter to the participant before and after the event
* Create and send email reminders and confirmations or event updates
* Create and produce registration list, name plates, name tags prior to the event
* Assist in drafting, finalizing and distributing the meeting minutes
* Assist in drafting, finalizing and distributing the Congress report
* Work with other members of staff to maintain a manageable flow of work and plan ahead

***Please Note:*** tasks and responsibilities may be adjusted according to the current workload

* **Required Qualifications**
* A bachelor’s degree in Urban Development, International Development, International Affairs, International Relations, Public administration, Urban management or a closely related area
* **Proficient spoken/ written in English**
* **Nationality: Korean**
* No legal restrictions on overseas travel or entry into Malaysia
* **Core Competencies**
* Project/Event Management
* Ideally experience in coordinating international scale events
* Excellent project management skills, including: multi-tasking, prioritization of tasks (i.e. time management), attention to detail, and ability to meet strict deadlines
* Demonstrate excellent research and organization skills
* Working knowledge of Microsoft Office, particularly Word, Excel and Power Point
* Others
* Deep understanding of the social, economic and political development of the Asia Pacific region, including its urbanization and its advantage
* Experience working and communicating with various government and multilateral stakeholders (local governments and UN etc.)
* Experience and successful delivery of a diverse range of capacity building workshops
* Proven experience in organizing and setting an agenda of international conference, forum or seminar
* Knowledge and understanding of CityNet member cities
* **Working Conditions**
* Start Date : Jan. 21st , 2022 (to be confirmed under the employment contract)
* Location of office: CityNet Secretariat, 10F, Seoul Global Center, Jongno-gu, Seoul, Republic of Korea
* Contract Period: 10 months.
* Working Hours: Monday to Friday from 9:30 ~ 18:00 with a one-hour lunch break.
* Working Language: English.
* Annual Leave: Twenty two business days.(including sick days)
* Benefits: National pension program, medical insurance, employment insurance, and occupational health and safety insurance
* Monthly Salary: 2,400,000 KRW (including Taxes, etc.)
* **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 later.*

* **Recruitment Procedures**
1. **Deadline for Submission of Required Documents – 28th of December (Tue.), 2021. 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*.

1. **Interview – 10th of January, (Mon.) 2022 (face to face)**
2. **Announcement of Final Selection – 12th of January, (Wed.), 2022**
3. **Signing Date of Employment Contract and Employment Start Date – 21st of January, (Fri.), 2022**
* **How to apply** (all documents should be in English)
* Submit the application form and necessary attachments to the following e-mail addresses : **citynet.recruitment@gmail.com**
* For further inquiries, contact the CityNet Secretariat to citynet.recruitment@gmail.com