**[붙임1]**

**CityNet Vacancy Announcement: Intern**

**Application deadline:** 28th of December (Thu.), 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 Secretariat is currently looking for suitable candidates for the following position.

**Program Intern(Congress) : One vacancy**

**Responsibilities**

* Support Senior Program Officer in implementation of CityNet activities for example but not limited to capacity building, cluster activities, CityNet 9th Congress, and Medium Term Plan;
* Assist in the logistical and administration support for the Senior Program Officer and the Program Officer;
* Translate documents from Korean to English and vice versa;
* Coordinate with members and partners when required;
* Write news, feature stories, and support documentation when required;

• Other tasks requested by the Director

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

**Required qualifications**

• Undergraduate 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 spoken/ written in English

• Nationality: Korean

**Desired qualifications**

• Experience in project assistance at a professional setting is ideal

• Experience working with governments or international organizations would be an asset

**Working Conditions**

• Location of office: CityNet Secretariat, 10F, Seoul Global Center, Jongno-gu, Seoul, Republic of Korea

• Contract Period: 21st of January. 2022 ~ 30th of June, 2022 (with potential extension)

• 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: 59,000 KRW (per day)

**Timeline**

• Application Deadline: 28th of December, 2021. 23:59

• Conduct Interview: 10th of January, 2022 **(**face to face)

• Announcement of final Selection: 12th of January, 2022

• Desired Starting Date: 21st of January, 2022

**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.*

**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**](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.*