

Job opportunity in Seoul, South Korea: Join the East Asia Clean Air Cities Network!

Application deadline: 23 December 2020

To facilitate cooperation among local authorities at the regional level, local governments from China, Japan, South Korea and Mongolia and ICLEI jointly initiated the [East Asia Clean Air Cities](#) program and partnership in 2016 to exchange best practices and solutions. Managed by the ICLEI East Asia Secretariat, the partnership has become a unique platform for regular knowledge sharing and capacity building, which contributes significantly to its members' clean air actions.

In strengthening the institutionalized cooperation among its participating members, the partnership will be expanded under the new name "East Asia Clean Air Cities Network (EACACN)", to provide more support from stakeholders on local actions, and disseminate the best practices of East Asian cities. ICLEI East Asia Secretariat is supporting the establishment of the Secretariat of EACACN, and preparing recruitment plans to attract talents to join this exciting journey.

Vacancy: Program Manager (East Asia Clean Air Cities Network)

We are planning to recruit one experienced program manager. Who will be responsible for the development and management of the Network's activities in the region, including strategic planning, program partnership, supervision of project team, fund raising, and providing support on membership expansion and administration. Candidates with less experience may be considered as Program Officer.

Responsibilities

- **Strengthening the framework of East Asia Clean Air Cities Network (EACACN)**
 - Coordinating with the participating cities about the purpose of the network, its operation and cooperation activities etc., and promoting the network to additional cities;
 - Liaising with and managing daily communications with the participating cities;
 - Identifying, establishing and expanding partnerships with relevant institutions to mobilize more support to the network.
- **Coordinating and operating the Network**
 - Developing short-, medium- and long-term strategy and work plan of the Network;
 - Leading resource mobilization and strategic development;
 - Developing and implementing network communication / PR strategies.
- **Supporting cities' air quality improvement efforts**
 - Creating an effective platform that participating cities can work together to jointly improve air quality in the region, notwithstanding the political and cultural differences between countries;
 - Establishing an urban air quality policy database in order to track, summarize and disseminate best practice policies, actions and technical solutions for knowledge sharing and peer learning;
 - Providing technical assistance and capacity building to participating cities and other project cities (e.g. matching air quality related stakeholders and solution providers with

- cities, capacity building workshops to local government officials, with focus on co-control / co-benefits on air quality management and addressing climate change);
- Conducting joint campaign with participating cities around air quality improvement in East Asia;
- Organizing general meeting of the network, co-organizing and supporting annual air quality forums initiated by participating local governments, e.g. Seoul and Beijing;
- Continuing existing research topics and initiating new research ideas, creating a structure for working level dialogue between cities (e.g. regular meetings, exchange of discussion results, etc.).
- **Working in close cooperation and coordination with the ICLEI East Asia Secretariat, its members and programs to create synergies.**

Requirements

- Have lived in one or more East Asian countries (Korea, Japan, China, Mongolia) for a minimum of six years;
- Have an excellent command of English and one more East Asian languages, preferably Chinese and/or Korean;
- Have a postgraduate degree in air quality, environment, energy, climate change, sustainable urban development or another subject relevant to the position;
- Sound technical background and experience in related areas such as: urban air quality management, monitoring, sectoral pollutant reduction (e.g. power system, transportation, building), low carbon development and greenhouse gases, co-control on air pollution and climate change;
- Have at least six years of related working experience in program priority areas mentioned above, including at least three years of proven experience in a managerial position related with program management; working experience with international (inter-governmental) organizations and/or local governments is preferred;
- Have good skills on external communication and networking, and good at team work and time management;
- With innovation, self-initiative, critical analysis and problem solving skills.

Terms and conditions

- The Program Manager reports to the Director of the Secretariat of EACACN.
- The position is available immediately at the Secretariat of EACACN in Seoul, South Korea.
- International travel will be required; communication with partners around the world may require work during unusual hours
- Working languages: English, supplemented with Chinese and/or Korean
- Applicants must be eligible to obtain the appropriate work permit for the Republic of Korea prior to the commencement of work.

Application

Please email job application (reference in subject line: **“EACACN - Program Manager”**) to jobs.seoul@iclei.org, including:

- Letter of motivation
- CV (max 3 pages), and photo
- Indication of salary expectation and current salary (before tax)
- Indication of citizenship
- Indication of availability date