Job opportunity in Seoul, South Korea:
Join ICLEI – Local Governments for Sustainability!

Application deadline: 4 April 2021

ICLEI-Local Governments for Sustainability is the leading global network of 1,750+ member cities and regions committed to building a sustainable future (more information at http://eastasia.iclei.org/). ICLEI supports local and regional governments to take actions towards low emission, nature-based, equitable, resilient and circular development.

Our Members and 24 offices work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability. ICLEI World Secretariat is based in Bonn, Germany. Established in 2012, the ICLEI East Asia Secretariat is hosted by the Seoul Metropolitan Government, and serves to coordinate regional projects and activities, and provide support to ICLEI Members in the Greater China Region, Japan, Korea and Mongolia. We provide technical consulting, training and information services to build capacity, share knowledge and support local governments in pursuing sustainable development via local and regional programs and exchange platforms.

Vacancy: Strategy Manager

Responsibilities

- Overseeing the ICLEI East Asia Secretariat’s strategic planning in connection with the ICLEI global strategic plan, and coordinating the implementation of the organization’s annual work plans.
- Developing strategic partnerships in the region, and identifying new opportunities and resources for the expansion of ICLEI’s activities in East Asia, in coordination with the program team.
- Managing the membership strategy and development in the region.
- Overseeing communications work and knowledge management, developing related platforms and tools.
- Working together with the Regional Administrator and Program Manager to provide inputs on office operations, including human resources, accounting and financial management.
- Supporting the Regional Administrator in maintaining the close working relationship and communication with the host city Seoul Metropolitan Government, particularly for planning, budgeting and reporting.
- In cooperation with the Regional Administrator, coordinating the operations of ICLEI East Asia’s governance bodies (Regional Executive Committee and Global Executive Committee).
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 Korean, knowledge of Chinese is preferred
• have a postgraduate degree in sustainable development, environment, urban infrastructure, urban planning, energy, project management or another subject relevant to the position
• have at least six years of related working experience in fields of sustainability, environment or urban development at local levels, including at least two years of managerial experience
• must have working experience in/ with local governments; experience with international (inter-governmental) organizations and/or local governments is preferred
• have hands on experience in strategic planning, project management, partnership development, communications in an international/regional context
• 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 position reports to Regional Director, ICLEI East Asia Secretariat.
• The position is available immediately at the ICLEI East Asia Secretariat 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: “Strategy Manager”) 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

to <jobs.seoul@iclei.org>.