Job opportunity in Seoul, South Korea:
Join ICLEI – Local Governments for Sustainability!
Application deadline: 16 July 2021

ICLEI-Local Governments for Sustainability is the leading global network of 2,500 local and regional
governments committed to sustainable development. Active in 125 countries, we influence
sustainability policy and drive local action for low emission, nature-based, equitable, resilient and
circular development. Our Members and team of experts work together through peer exchange,
partnerships and capacity building to create systemic change for urban sustainability. Find out more
at http://eastasia.iclei.org/.

Our Members and 24 offices work together through peer exchange, partnerships and capacity
building to create systemic change for urban sustainability. The ICLEI World Secretariat is based in
Bonn, Germany, and the ICLEI East Asia Secretariat operates in Seoul, South Korea 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: Program Officer

Summary
The Program Officer coordinates the planning and implementation of the regional projects in the ICLEI
East Asia Secretariat, and supports the strategic development of the organisation and partnership in
the region. The Program Officer reports to the Strategy Manager at the ICLEI East Asia Secretariat.

Responsibilities
- Effectively coordinate with external partners and other program officers for the planning and
  implementation of relevant projects and programme in the region;
- Manage the partnership pipeline in the Secretariat, including liaison closely with the relevant
  stakeholders and partners in the region, particularly the host city Seoul Metropolitan Government
  and other Korean organisations, for organisational development, project cooperation,
governance, daily operation and communication;
- Lead the development and implementation of the projects or events in cooperation with the key
  partners in Korea, including co-organize the events, webinars, and capacity building programs
  etc.;
- Support the engagement of the ICLEI East Asia Secretariat in global events, e.g. UNFCCC, the
  UN Convention on Biodiversity (CBD) etc.;
- Work closely with other program officers, and contribute to the knowledge development related to
  Korean context and perspective in project circles wherever needed;
- Support the Strategy Manager to identify the new funding opportunities and resources in the
  region for the organizational development;
· Support the Strategy Manager on membership strategy and relations
· Translate, draft, deliver and safeguard the high-quality Korean documents, and provide the relevant administrative support when needed;
· Work in close cooperation and coordination with the ICLEI East Asia Secretariat Beijing Office in Beijing, China.

Requirements
· Have lived in one or more East Asian countries for a minimum of six years
· Have an excellent command of English and Korean, and knowledge of another East Asian language would be an asset. Candidates without the required language skills would not be considered.
· Have a postgraduate degree in environment, climate, sustainable urban development or another subject relevant to the position
· Have at least two years of working experience in a relevant field, with preference to previous experience in international entities and/or with local governments
· Have excellent interpersonal communication skills and teamwork spirit, and have a good understanding on culture and political sensitivity of the region
· Have good skills on external communication and networking, and good at time management
· With innovation, self-initiative, critical analysis and problem solving skills

Terms and conditions
· This position reports to the Strategy Manager at the 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 and 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: "ICLEI Program Officer") including:
· Letter of motivation
· CV (max 3 pages), and photo
· Indication of salary expectation and current salary (if applicable)
· Indication of citizenship
· Indication of availability date
to <jobs.seoul@iclei.org>.