Job opportunity in Seoul, South Korea:
Join ICLEI – Local Governments for Sustainability!
Application deadline: 13 March 2022

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. ICLEI World Secretariat is based in Bonn, Germany, 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: Operations Officer

Summary
The Operation Officer supports in maintaining and improving the organizational practices of the program finances and operations in close collaboration with ICLEI East Asia program teams in Seoul and Beijing, given the growth of the program activities with various reporting requirements. The Operations Officer also provides support on personnel management and other operational matters. She/he works closely with the operations (finance) staff at the ICLEI Seoul and Beijing offices to ensure seamless inter-office coordination and synergy on operations.

Responsibilities
- Supporting organizational and program accounting and financing practice according to the organizational rules and procedures and external funders requirements;
- Bookkeeping and documentation of the finances and accounting of the funded projects;
- Providing strategic advice on finances and operations to the management;
- Designing efficient rules and procedures for financial controlling on transactions and financial documents, and providing guidance to the program teams on program financial controlling;
- Managing budget forecasting, planning and financial reporting processes;
- Working in close coordination with the operations (finance) staff at ICLEI Beijing Office and the operations (finance) staff at ICLEI Seoul Office to align practices in spite of requirements in different jurisdictions;
- Providing support on personnel management and other operational and administrative processes upon request;
· Communicating with government agencies, non-governmental organizations and other partners upon request.

**Requirements**

· Have an excellent command of English and Korean, and knowledge of Chinese language would be an asset;
· Have a bachelor degree or above in accounting, finance, business administration, project management or a related area;
· Have at least two years of demonstrated working experience in program/ organizational finances management, including budget planning and forecasting, financial controlling and analysis, and the management of program finances systems;
· Previous experience in international non-governmental organizations and/or local government associations preferred;
· Strong computer skills, particularly the relevant accounting and financial management softwares;
· Have excellent interpersonal communication skills and teamwork spirit, and have a good understanding on culture and political sensitivity of the region;
· Possess innovative, self-initiative, critical analysis and problem solving skills.

**Terms and conditions**

· The position is available immediately at the ICLEI East Asia Secretariat in Seoul, South Korea
· Working languages: English and Korean (knowledge of Chinese would be an asset)
· 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: “Operations 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>.