



Job opportunity in Seoul, South Korea:

Join ICLEI – Local Governments for Sustainability!

Application deadline : 28 June 2024

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 25 offices work together to create systemic change for urban sustainability. ICLEI World Secretariat is based in Bonn, Germany, while 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. You will be joining our dynamic and fast-growing team to implement regional projects and provide technical consulting, training, and information services to build capacity and support local and regional governments in pursuing sustainable development.

Vacancy: Program Officer

Summary

The Program Officer at the ICLEI East Asia Secretariat is responsible for the development and implementation of the organization's resource mobilization strategy, the maintenance and expansion of partnerships with key donors and partners, as well as the coordination and implementation of related regional projects. The Program Officer reports to the Strategy Manager at ICLEI East Asia Secretariat.

Responsibilities

- Coordinate the development and implementation of the ICLEI East Asia Secretariat's resource mobilization strategy in line with the organization's strategy and work plan;
- Identify new funding opportunities and expand partnership with donor agencies to mobilize more resources for the ICLEI's organizational development and project activities in the region;
- Manage the implementation of related regional projects in alignment with ICLEI's five pathways (low emission, nature-based, equitable, resilient and circular development);
- Collaborate effectively with external partners and ICLEI members in Korea and the region, including local governments and international organizations etc.;
- Support the Strategy Manager on membership development and management;
- Work closely with other team members and contribute to the knowledge development related to Korean context and perspective in project circles when needed;
- Support the drafting of high-quality documents in Korean and relevant administrative work when needed;
- Work in close cooperation with ICLEI East Asia Secretariat Beijing Office in Beijing, China.



Requirements

- Having lived in one or more East Asian countries for a minimum of six years.
- Education: Have a postgraduate degree in environment, climate, business, sustainable urban development or another subject relevant to the position.
- Experience: Have at least two years of related working experience, with preference to previous experience in international entities and/or with local governments.
- Languages: 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.
- Self-motivated, be able to work independently; ability to propose and develop new initiatives with innovative thinking.
- Have excellent interpersonal communication skills and teamwork spirit, and have a good understanding of culture and political sensitivity of the region.
- Have good skills on external communication and networking, and good at time management.

Terms and conditions

- 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 working 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.
- National pension (if applicable), medical and other applicable insurances will be provided.
- 20 days paid annual leave and additional paid sick leave will be provided.
- Support for personal capacity building.

Application

Please email the job application (reference in the subject line: “**Applying for Program Officer_Name**”) to jobs.seoul@iclei.org including the following, **by 28 June 2024**:

- Letter of motivation(max 2 pages)
- CV (max 3 pages), and photo
- Indication of salary expectation and current salary (if applicable)
- Indication of citizenship and if holder of a work permit for the Republic of Korea
- Indication of the availability date

