

Job opportunity in Seoul, South Korea:

Join ICLEI – Local Governments for Sustainability!

Application deadline: 31 July 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 China, 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 (Low emission and circular development)

Summary

The Program Officer is responsible for the coordination and implementation of ICLEI East Asia Secretariat's regional projects and activities on low emission and circular development. The position reports to the Program Manager at ICLEI East Asia Secretariat and works closely with the team at ICLEI East Asia Secretariat Beijing Office.

Responsibilities

- Coordinate, develop and implement ICLEI's projects and activities under the low emission and circular development pathways, focusing on climate change mitigation, energy transition, air quality and circular economy etc.;
- Ensure high-quality and timely deliverables for all project activities, including but not limited to event organization, reporting and documentation, within the allocated timeframe and budget;
- Strengthen cooperation with key government agencies, non-governmental organizations and other partners in the region to enhance ICLEI's presence and partnership;
- Mobilize project specific resources and fundings, and support donor relations management;
- Collaborate effectively with ICLEI members and contribute to ICLEI's membership expansion in the region;



- Work closely with the team at ICLEI East Asia Secretariat Beijing Office to ensure seamless coordination and synergy in related project deliveries;
- Support ICLEI projects and activities in related thematic areas upon request.

Requirements

- Having lived in one or more East Asian countries for a minimum of six years.
- Education: Have a postgraduate degree in environment, climate, energy, sustainable development or another subject relevant to the position. Knowledge and understanding of low-emission and/ circular development in the East Asian region is expected.
- Experience: Have at least two years of working experience in project coordination and implementation, with preference to previous experience in international organizations and/or with local governments. Research experience with excellent analytical and writing skills in relevant fields is highly desirable.
- Languages: Have an excellent command of English and Chinese Mandarin. Knowledge of another East Asian language (e.g. Korean, Russian or Mongolian) would be an asset. Candidates without 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.
- 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 (LE&CD_Name)**” to jobs.seoul@iclei.org including the following, **by 31 July 2024**:

- Letter of motivation (max 1 page)
- CV (max 2 pages), and photo
- Indication of salary expectation and current salary
- Indication of citizenship and whether you are holding a work permit for the Republic of Korea
- Indication of the availability date

