Join the East Asia Clean Air Cities Network!

宜可城-地方可持续发展协会招聘信息

Application deadline: 18 September 2022

ICLEI-Local Governments for Sustainability is the leading global network of 2500+ 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.

To facilitate cooperation among local authorities at the regional level, local governments from China, Japan, South Korea and Mongolia and ICLEI East Asia Secretariat jointly initiated the East Asia Clean Air Cities Network (EACACN) partnership in 2016. The Secretariat of the EACACN is hosted by the ICLEI East Asia Secretariat (more information at http://eastasia.iclei.org/) in Seoul, South Korea. The partnership has been a unique platform for regular knowledge sharing and capacity building, which contributes significantly to its members’ clean air actions.

Vacancy: Program Consultant

Responsibilities

• Coordinating the activities of the East Asia Clean Air Cities Network (EACACN), which is a partnership hosted by ICLEI East Asia Secretariat to strengthen East Asian cities’ action in urban air pollution control and climate change mitigation and adaptation. EACACN is looking for a program consultant with the follow responsibilities:
  o Managing the administrative and financial procedures and tasks regarding the EACACN’s operations and merger with ICLEI East Asia Secretariat, including day to day communications and cooperation with the EACACN members and partners, particularly with the Seoul Metropolitan Government (50%)
  o Identifying and strengthening partnerships with relevant institutions, and mobilizing resources for the future development of the EACACN under ICLEI East Asia Secretariat (25%)
  o Contributing to project activities including conducting case studies, developing project documents, organizing events and maintaining communications with key stakeholders (25%)
• Working in close cooperation with the team at ICLEI East Asia Secretariat

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
• have a postgraduate degree in environment, energy, climate change, law, economics, urban planning or another subject relevant to the position

• have at least four years of related work experience in project management and administration in related areas; working experience with international organizations and/or Korean local governments is preferred

• 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 consultant reports to the Program Manager at ICLEI East Asia Secretariat.

• The position is available immediately in Seoul, South Korea

• Duration of the contract: approximately 3 months, till the end of December 2022

• International travel will be required; communication with partners around the world may require work during unusual hours

• Working languages: English

• Applicants must be eligible to obtain the appropriate work permit for Republic of Korea prior to the commencement of work.

**Application**

Please email job application (reference in subject line: “Program Consultant (EACACN)”)

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>*