

Consultancy opportunity in Seoul, South Korea: Join ICLEI – Local Governments for Sustainability!

Application deadline: August 27, 2025

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 28 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, Mongolia and Central Asia. 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.

Position: Program Consultant

Responsibilities

The Program Consultant will collaborate with Program Manager/Officers to plan, execute and document projects under ICLEI's five pathways (zero emission, resilient, nature-based, circular, and people-centered) in the East Asia region, ensuring successful implementation and contributing to the attainment of project objective. The main responsibilities include:

- Assist in the organization of *SMG-South America City-to-City Peer Exchange on Local Climate Actions* hosted by Seoul Metropolitan Government and ICLEI, including arranging logistics, facilitating seminars and site visits, drafting event posts and contribute to project reports etc.
- Support the implementation of *Climate Change Adaptation and Urban Resilience Study Trip in South Korea*, organized in partnership with the Chinese Environmental Development Center of Ministry of Ecology and Environment, including liaison with local vendors and key stakeholders, drafting event posts, other communication and logistics support etc.
- Contribute to the development of Seoul's case in the *Compendium of Best Practices on Carbon Neutral-Cities in East Asia*
- Other work if necessary and based on consultant's availability

Requirements

- Bachelor's degree in environment, climate change, economics, urban planning or another subject relevant to the position, Master's degree is preferred
- At least one year of related work experience in project management and/ administration in related areas; working experience with international organizations and/or Korean local governments is preferred
- Excellent written and oral communication skills, and good at team work and time management
- With innovation, self-initiative, critical analysis and problem-solving skills
- Native in Korean and fluent in English, Chinese or Spanish as a plus

Terms and conditions

- The program consultant must submit a final consulting report detailing the consultant deliverables during the contract period in consultation with the ICLEI East Asia Secretariat program manager.
- The consultant contract period is approximately three months from September to November 2025, with the start date to be determined by mutual agreement.
- Suitable candidates must work four days a week at the ICLEI East Asia Secretariat located in Jongno-gu, Seoul, South Korea.
- The contract fee will be calculated at the time of signing the contract, taking into account the actual working period.
- Working languages: Korean and English

Application

Please email job application (reference in subject line: **"Program Consultant"**) including:

- Letter of motivation
- CV (max 3 pages), and photo
- Indication of salary expectation
- Indication of citizenship
- Indication of availability date

to <jobs.seoul@iclei.org>