

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

Application deadline: 2 **February** 2026

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/>

ICLEI World Secretariat is based in Bonn, Germany, ICLEI East Asia Secretariat (hereafter referred to as “ICLEI EAS”) 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 and Administrative Officer

Summary

The position coordinates the organizational practices of financing and provides related operational and administrative assistance to the Regional Director of ICLEI EAS, in close collaboration with other ICLEI offices.

Responsibilities

- Support organizational and project accounting and financing practices according to the organization's rules and procedures, and contractual requirements;
- Bookkeep and document the finances and accounting of projects, and coordinate with related teams on financial controlling and transactions;
- Coordinate the processes of budget forecasting, planning and reporting etc.;
- Work closely with the teams at ICLEI Beijing Office and other ICLEI offices to align practices in spite of requirements in different jurisdictions;
- Provide executive assistance to the Regional Director of ICLEI EAS on administrative affairs including internal and external communication, meeting coordination, staffing matters etc.

Requirements

- Fluency in English and Korean; working knowledge of Chinese is an asset;
- Bachelor's degree or above in accounting, finance, business administration or another related subject;
- Minimum one year experience in a relevant field, preferably with international organizations;



- Basic knowledge on accounting or financing tools;
- Excellent interpersonal skills and teamwork spirit;
- Great sensitivity of the cultural and political context of the region;
- Ability to deal with tight deadlines, high workloads and competing priorities.

Terms and conditions

- The position is available immediately at the ICLEI East Asia Secretariat in Seoul, South Korea
- Working languages: English
- 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 insurance will be provided
- 20 days paid annual leave
- Support for personal capacity building

Application

Please email the job application (reference in the subject line: “**Operations and Administrative Officer_Your Name**”) to jobs.seoul@iclei.org including the following, **by 2 February 2026**:

- Letter of motivation (max 2 pages)
- CV (max 3 pages), and a personal photo ** Please submit the CV in MS WORD format.*
- Indication of salary expectation and current salary (if applicable),
- Indication of date of availability
- Indication of citizenship and eligibility to obtain the work permit for the Republic of Korea

