

Job Opening for Program & Junior Program Officers

Application Deadline: December 28, 2020

The WeGO Secretariat is currently seeking candidates for the following vacancies:

- **Program Officer: One (1) Person**
- **Junior Program Officer: One (1) Person**

About WeGO

The World Smart Sustainable Cities Organization (WeGO), established by 50 founding member cities in 2010, is an international association of city and other local governments, smart tech solutions providers, and national and regional institutions committed to the transformation of cities into smart sustainable cities.

WeGO's Secretariat is based in Seoul, Korea, with regional offices in East Asia (Chengdu, China), Eurasia (Ulyanovsk, Russia), the Mediterranean (Beyoğlu, Turkey), and Latin America (Mexico City, Mexico).

WeGO has close to 200 members around the world and serves as their international platform to improve the quality of life, innovate in the delivery of public services, and strengthen regional competitiveness.

Responsibilities:

1. Program Officer

- Oversee relationships with city partners and/or research and development activities.
- Communicate with national and local governments to connect with cities, and access city and related networks for expanded recruitment.
- Coordinate with regional offices to conduct events, develop products and services, and manage members.
- Work with partners to enrich products and incorporate them into the organization's activities, and establish strategic partnerships for joint initiatives in R&D.
- Monitor and evaluate trends and challenges in smart city development, and deliver matchmaking and support for project implementation.
- Organize and carry out activities such as conferences and expos, training programs, and others related to smart cities, for and with a range of local governments, corporations, and institutions.
- Work with international organizations and other partners to develop new strategic partnerships and carry out joint initiatives.

- Develop current and new products and services with a focus on the needs and interests of members and partner organizations.
- Support WeGO activities and the management and recruitment of members, establishing and implementing a sound strategy for membership expansion and fee payment.

2. Junior Program Officer

- Oversee cooperation with the domestic public sector.
- Search for activities to internationally showcase the smart city initiatives of members such as Seoul Metropolitan Government.
- Work with locally based institutions to set up events and sessions, and invite members to take part.
- Organize and carry out activities such as conferences and expos, training programs, and others related to smart cities, for and with a range of local governments, corporations, and institutions.
- Work with international organizations and other partners to develop new strategic partnerships and carry out joint initiatives.
- Develop current and new products and services with a focus on the needs and interests of members and partner organizations.
- Support WeGO activities and the management and recruitment of members, establishing and implementing a sound strategy for membership expansion and fee payment.

* **Tasks and responsibilities may change in accordance with the organization's needs.**

Qualifications:

1. Program Officer

REQUIRED

- Native/fluent English speaker
- Bachelor's degree and at least two (2) years—or, master's degree and at least one (1) year—of work experience at an international organization/institution, IT/smart tech company, or a related field
 - * **Internships are not counted toward this requirement.**
- Strong skills in business writing, reporting, and presenting, and in conducting research
- Excellent computer skills (MS Office, Google Office Suite)
- Attention to detail, commitment, passion, and interest in smart cities
- No legal restrictions on overseas travel
- No legal restrictions to work in the Republic of Korea

OPTIONAL

- Knowledge and understanding of WeGO and its mission
- Fluency in Korean and additional languages
- Advanced degree in IT, smart cities, or a related field
- Design/website experience (Photoshop, Illustrator, HTML5/CSS3/Javascript, WordPress, etc.)

2. Junior Program Officer

REQUIRED

- Native/fluent English and Korean speaker
- Bachelor's degree and at least one (1) year of work experience at an international organization/institution, IT/smart tech company, or a related field, or a master's degree in a related field
 - * **Internships are counted toward this requirement.**
- Strong skills in business writing, reporting, and presenting, and in conducting research
- Excellent computer skills (MS Office, Google Office Suite)
- Attention to detail, commitment, passion, and understanding of smart cities
- No legal restrictions on overseas travel
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Contract:

- Start date: February 2021
- Duty Station: WeGO Secretariat, 7F, Seoul Global Center, Jongno-gu, Seoul, Korea
- Term: One year, incl. a three (3) month probationary period
- Hours: Monday to Friday, eight (8) hours per day
- Language: English
- Annual Leave: Twenty-Six (26) days

*The contract term may be extended based on the results of an annual assessment(s) and the needs of the organization.

**The contract term may be terminated as a result of unsatisfactory assessment during the probationary period or upon annual assessment.

Benefits:

1. Program Officer

- National pension program (if applicable), medical and other applicable insurance
- Annual Salary: KRW 29,280,000

2. Junior Program Officer

- National pension program (if applicable), medical and other applicable insurance
- Annual Salary: KRW 25,000,000

***The detailed annual salary will be determined under the terms of the employment contract and only 90% of the monthly salary will be paid during the probationary period**

Required Documents:

1. Application Form
2. Resume and Cover Letter

Recruitment Procedures:

1. Deadline for Submission of Required Documents – 28 December 2020
Please Note: Only applicants who pass the document assessment stage will be invited to participate in the next stage of the recruitment process.
2. Second Round: Online English Written Test – 12 January 2021
Please Note: Only applicants who pass the Second Round will be invited to participate in the next stage of the recruitment process.
3. Third Round: Program Officer Interview – 20 January 2021 / Junior Program Officer - 21 January 2021
(either face to face or online for candidates overseas)
4. Announcement of Final Selection – 26 January 2021

* Recruitment schedule may change in accordance with the organization's needs.

Application Procedure:

Please download the application form from WeGO's website (www.we-gov.org/careers) and submit it along with all necessary documents to admin@we-gov.org with the subject "WeGO Job Opening – Program Officer" or "WeGO Job Opening – Junior Program Officer" by the deadline.

For inquiries, please contact:

Administrative Officer Jinny Lee (jinny@we-gov.org | 070-4202-9110)