

Job Opening for Design junior Program Officer

Application Deadline: February 7, 2021

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

- **Design 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 210 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:

- Produce designed materials for WeGO's programs and promotional activities.
- Support WeGO's website management.
- Support relationships with domestic city partners and/or research and development activities.
- Support communication with domestic national and local governments to connect with cities, and access city and related networks for expanded recruitment.
- Support WeGO 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.
- 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:

REQUIRED

- Good command of Adobe Illustrator, InDesign, and Photoshop
- Bachelor's degree and at least one (1) year of work experience at a design organization, institution, company, or a related field
- Fluency in Korean
- Business level English speaker

- Strong skills in business writing, reporting, and presenting, and in conducting research
- Excellent computer skills (MS Office, Google Office Suite)
- 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
- Additional languages
- Command of other Adobe softwares (Premiere Pro, etc.)
- Knowledge of Wordpress, and/or other web development skills (e.g. knowledge of HTML5/CSS3, Javascript)
- Experience in UI/UX design and development
- Communications or marketing-related experience
- Advanced degree in IT, smart cities, or a related field

Contract:

- Start date: March 2021
- Duty Station: WeGO Secretariat, 7F, Seoul Global Center, Jongno-gu, Seoul, South Korea
- Term: One (1) year, incl. a three (3) month probationary period
- Hours: Monday to Friday, eight (8) hours per day
- Language: English and Korean
- Annual Leave: Twenty-five (26) days

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

Benefits:

- 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
3. Design work portfolio

Recruitment Procedures:

1. Deadline for Submission of Required Documents – 7 February 2021

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 & Design Test – 22 February 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 – 3 March 2021

(either face to face or online for candidates overseas)

4. Announcement of Final Selection – 5 March 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 – Design Officer" by the deadline.

For inquiries, please contact:

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