

CityNet Vacancy Announcement: Program Intern

Application Deadline: January 22, 2021
Position: Program Intern (2 Positions)
Department: Programs Team
Intern Stipend: 58,000 KRW (per day)
Location: Seoul, Republic of Korea

About CityNet

CityNet is the largest association of urban stakeholders committed to sustainable development in the Asia Pacific region. Established in 1987 with the support of UNESCAP, UNDP and UN-Habitat, the Network of cities has grown to include 173 municipalities, NGOs, private companies and research centers. We connect actors, exchange knowledge and build commitment to more sustainable and resilient cities. Through capacity building, city-to-city cooperation and tangible projects, we help our members respond to Climate Change, Disaster, Sustainable Development Goals and rising Infrastructure demands.

<Position 1. : Program Intern(SDG)>

Responsibilities

- Assist the Program Officer in managing the Urban SDG Knowledge Platform Project
- Translation of both Korean/English and English/Korean reports, documents, and emails
- Coordinate with Korean vendors for the production and design of the Urban SDG Knowledge Platform's publications
- Selection, edition, and preparation of cases, columns and articles for the RECIPRO:CITY and other publications of the platform (including coordination with contributing partners to the publication when needed)
- Contribute to maintaining and expanding the online knowledge database, through the edition of cases uploaded to the Platform
- Coordination with Korean vendor/developer for the development and implementation of the SDG Navigator, a self-assessment tool for city officials
- Contribute to copy-editing of texts and modification/creation of visual materials
- Assist in the coordination of communication between CityNet, Seoul Metropolitan Government, and its partners, as well as other project stakeholders

Other Potential tasks

- Support CityNet's Knowledge Sharing and Capacity Building Programs (e.g. organize workshops)
- Content creation and management for CityNet blog, the SDG knowledge sharing platform and others
- Assist in project acquisition (e.g. identify suitable programs and potential partners, prepare project proposals)
- Support organizing side events and sessions at international conferences
- Administrative support and other tasks requested by the Director

Please note: Tasks and responsibilities may be adjusted by supervisor

Required qualifications

- Graduate students, and recent graduates majoring in urban development, public policy, international relations, development studies, project management, environmental studies or related fields or a demonstrated interest in the activities and mission of CityNet, and relevant global agendas such as the New Urban Agendas and the SDGs
- Excellent spoken/written proficiency in English and Korean

Desired qualifications

- Experience in project assistance at a professional setting is ideal
- Experience working with governments or international organizations is an asset
- Applicable knowledge of the New Urban Agenda and/or the SDGs in a development setting is an asset
- Proven proficiency with graphic design/publishing tools such as Adobe Illustrator and Adobe InDesign is an asset

<Position 2. : Program Intern(Congress)>

Responsibilities

- Support Program Officer in preparation of the 9th CityNet Congress (Kuala Lumpur, Malaysia)
- Assist with logistical preparation for CityNet events, training programs, workshops, seminars, etc.
- Liaise with members and partners when required
- Support in drafting documents/ correspondence such as reports, agendas and publication
- Translate documents from Korean to English and vice versa
- Support Senior Program Officer in the coordination of the preliminary survey of members for the development of CityNet Medium Term Plan
- Support Senior Program Officer in the coordination of the cluster-related activities

Other tasks

- Support CityNet's Knowledge Sharing and Capacity Building Programs (e.g. organize workshops)
 - Assist in project acquisition (e.g. identify suitable programs and potential partners, prepare project proposals)
 - Other tasks requested by the Director
- ※ *Please note: Tasks and responsibilities may be adjusted by supervisor*

Required qualifications

- Graduate students, and recent graduates majoring in urban development, public policy, international relations, development studies, environmental studies or related fields in the activities and mission of CityNet
- Fluent spoken/ written proficiency in English and Korean

Desired qualifications

- Experience in project assistance at a professional setting is ideal
- Experience working with governments or international organizations would be an asset

Timeline

- Application Deadline: January 22, 2021
- Conduct Interview: January 26, 27
- Announcement of Accepted Candidate: January 28
- Desired Starting Date: February 1
- Term: About 5 months (with potential extension)

Please submit your CV and cover letter as one PDF to operations@citynet-ap.org by 22 January 2021 and indicate which position you are applying for on your CV.

※ *All applicants are kindly requested to note that, if selected for the advertised position, the position does not provide an employee-employer relationship between the successful applicant and CityNet Secretariat.*