**[붙임 2-1]**

**CityNet Vacancy Announcement: Intern**

**Application deadline:** 15th of August (Tue.), 2023. 23:59 *※ It must arrive by this time/date.*

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 159 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, and Sustainable Development Goals.

The CityNet Secretariat is currently looking for suitable candidates for the following position.

**Program Intern: One vacancy**

**Responsibilities**

* Support (1) Deputy Director and (1) Senior Program Officer in the implementation of CityNet activities related to outreach, capacity building, and publications.
* Support CityNet Secretariat in the conduct of 43rd CityNet Executive Committee Meeting and 8th Asia Pacific Urban Forum.
* Assist primarily in the logistical and administrative support for the Deputy Director and Senior Program Officer.
* Translate documents from Korean to English and vice versa.
* Coordinate with Korean vendors and prepare documentation.
* Write news, feature stories, conduct online research, and support documentation.

• Other tasks requested by the Director.

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*※ Please note: Tasks and responsibilities may be adjusted by supervisor.*

**Required qualification.**

* Undergraduate students, graduate students, and recent graduates majoring in urban development, public policy, international relations, development studies, project management, environmental studies or related fields in the activities and mission of CityNet
* Proficient spoken/ written in English
* Nationality: Korean

**Desired qualifications**

• Experience in project assistance at a professional setting is ideal

• Experience working with governments or international organizations would be an asset

**Working Conditions**

* Location of office: CityNet Secretariat, 10F, Seoul Global Center, Jongno-gu, Seoul, Republic of Korea
* Contract Period: 6th of September 2023 ~ 29th of February 2024 (with potential extension)
* Working Hours: Monday to Friday from 9:30 ~ 18:00 with a one-hour lunch break
* One paid day off per month (including sick days)
* Benefits: National pension program, medical insurance, employment insurance, and occupational health and

safety insurance

* Intern Stipend: 60,000 KRW (per day)

**Timeline (eligible to change)**

* Application Deadline: 15th of August 2023. 23:59
* Conduct Interview: 28th of August 2023 **(**face to face)
* Announcement of final Selection: 30th of August 2023
* Desired Starting Date: 6th of September 2023

**Required Documents** (there’s no designated form and all documents should be in English)

* Resume (with photo)
* Cover Letter

 ***Please Note:*** *The final candidate will be asked to send the copies of diplomas and the employment*

*verification letters later.*

**How to apply** (all documents should be in English)

• Submit the required documents to the following e-mail addresses :

 **citynet.recruitment@gmail.com**

• For further inquiries, contact the CityNet Secretariat to citynet.recruitment@gmail.com

***Please Note:*** *this position does not provide an employee-employer relationship between the successful applicant and CityNet Secretariat.*