**[붙임 2-2]**

**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 154 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.

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

**Program Intern(SDG) : One vacancy**

**Responsibilities**

* Assist the Program Officer in managing the Urban SDG Knowledge Platform ([urbansdgplatform.org](http://www.urbansdgplatform.org/index.msc))
* Contribute to maintaining and expanding the online knowledge database by preparing and uploading cases to the Platform.
* Coordinate with Korean vendors/developers for the development and implementation of new features on the Urban SDG Knowledge Platform.
* Assist the Program Officer in managing the Urban SDG Knowledge Platform’s online course page. Assist with the creation of online course materials and managing users.
* Provide on the ground support during CityNet’s Executive Committee Meeting at the 8th Asia Pacific Urban Forum (APUF) in Suwon from 23-26 October.
* Assist with planning and implementation of the SDG Awards Program including the awards ceremony at APUF.
* Translation of both Korean>English and English>Korean reports, documents, and emails. Occasional interpretation during meetings.
* Coordination with Korean vendors for the production and design of the Urban SDG Knowledge Platform’s publications.
* Selection, editing, and preparation of cases, columns and articles for RECIPRO:CITY and other platform publications.
* Contribute to copy-editing of texts and creation/modification of visual & audiovisual 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)
* Assist in project acquisition & grant writing proposals (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 of Programs

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

**Required qualifications**

* 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
* 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 suite and video editing is an asset
* Project management experience an asset
* Experience working with online learning management systems (LMS) 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 address: [**citynet.recruitment@gmail.com**](mailto: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.*