**CityNet Intern Vacancy Announcement**

**Application deadline:** 2nd of February ’25. 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 working in following positions of Programs Team or Operations Team.

|  |
| --- |
| **Programs Team: Program Intern(Capacity Building), SDG Intern, Program Intern(ExCom), Communications Intern**  |

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

|  |  |
| --- | --- |
| Program Intern(Capacity Building) | • Support Program Directors and Officers in the implementation of activities related to the conduct of capacity building activities. • Perform administrative, procurement, and logistics support for CityNet’s capacity building activities. • Coordinate with Korean vendors and prepare documentation support.• Assist in the basic interpretation from Korean to English whenever applicable.• Participate in meetings and provide meeting notes and photos. • Write news and feature briefs, conduct online research, and support documentation work. • Assist in the development of project concept ideas, project acquisitions, and partnerships mapping. • Other administrative tasks requested by the assigned Officers and Program Directors. |
| SDG Intern | • 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.• Assist the Program Officer in managing the SDG City Awards Program & Awards Ceremony• Coordinate with Korean vendors/developers for the development and implementation of new features on the Urban SDG Knowledge Platform.• Support CityNet Secretariat in preparations and conduct of CityNet Executive Committee & various workshops/meetings.• 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.• 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.• Join meetings with members, and partners and record meeting notes and photos**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 |
| Program Intern(ExCom) | • Support Program Directors and Officers in the implementation of activities related to the conduct of Executive Committee Meeting, Outreach, and CityNet Services. • Perform administrative, procurement, and logistics support for the CityNet Executive Committee Meeting and other program activities. • Coordinate with Korean vendors and prepare documentation support.• Assist in the basic interpretation from Korean to English whenever applicable.• Assist in the developing, packaging, and distributing documents, reports, and other visual materials. • Participate in meetings and provide meeting notes and photos. • Other tasks requested by the assigned Officer and Program Directors. |
| Communications Intern | • Support Program Director and Officers in the implementation of CityNet activities primarily related to communications such as but not limited to website technical and content support, publications and layout, social media engagement and campaigns, and stakeholders’ engagement. • Coordinate with Korean vendors and prepare administrative support to officers.• Translate documents from Korean to English and vice versa. • Assist in the basic interpretation from Korean to English whenever applicable.• Assist in the administrative support in preparations and conduct of CityNet Executive Committee and various workshops and meetings. • Join meetings with members and partners and record the meeting notes and take photos.• Conduct online research and support documentation.• Assist in drafting, finalizing, and distributing reports and briefing papers.**Other Potential tasks**• Support CityNet’s knowledge sharing and capacity building programs (e.g. organize workshops).• Support organizing side events and sessions at Executive Committee Meetings and CityNet’s international events in Seoul.• Administrative support and other tasks requested by the Director of Programs. |

**Required qualifications**

* Proficient in spoken/written English
* Nationality: Korean
* No legal/personal obstacle for overseas business trips
* Undergraduate students, graduate students, and recent graduates majoring in

|  |  |
| --- | --- |
| Program Intern(Capacity Building) / SDG Intern | urban development, public policy, international relations, development studies, project management, environmental studies or related fields in the activities and mission of CityNet |
| Program Intern(ExCom) | urban development, public policy, international relations, development studies, project management or related fields in the activities and mission of CityNet |
| Communications Intern | urban development, public policy, international relations, communications, development studies, project management or related fields in the activities and mission of CityNet |

**Desired qualifications**

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

|  |  |
| --- | --- |
| Program Intern(Capacity Building) | Experience in technical administrative and coordination work |
| Program Intern(ExCom) | Experience in administrative and coordination work |
| Communications Intern | Familiar in use of software for producing communication products like InDesign, Photoshop, Canva and other online platforms |

|  |
| --- |
| **Operations Team: Operations Intern** |

* **Tasks and Responsibilities**
* Support CityNet Secretariat operations, including financial settlements and audits.
* Interpret meetings between Korean and English (vice versa).
* Manage budgets and accounting; assist with member management.
* Prepare and translate materials such as reports and references (Korean-English).
* Perform administrative tasks within the operations team.
* Assist with preparations of various format documents dealing with public/governmental matters
* Support CityNet Secretariat in preparations and conduct of CityNet Executive Committee & various workshops/meetings

***Please Note:*** *Tasks and responsibilities may be adjusted by the Operations Team.*

* **Required Qualifications**
* Undergraduate or graduate students, or recent graduates.
* Fluent in both English and Korean, with strong oral and written communication skills.
* Nationality: Korean.
* Proficient in computer skills, especially in core MS Office applications (particularly Excel) and Hancom Office, as well as virtual meeting software.
* Ability to actively network with various organizations, including international organizations, non-profits, and public institutions.
* Ability to write or edit public/government documents is an asset.

**Common Conditions Applied to All Positions in Both Teams**

* **Working Conditions**
* Contract period: Mid-February or 4th March 2025 (depending on which position) ~ 31st August, 2025

***Please Note:*** *The contract term may be changed according to recruitment procedures and the needs of the organization*.

* Location of office: CityNet Secretariat, 10F, Seoul Global Center, Jongno-gu, Seoul, Republic of Korea
* 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 / medical insurance / employment insurance / occupational health and safety insurance
* Intern Stipend: 75,225 KRW per day with a statutory-leisure pay per week(amounts prior to tax and national pension/insurances deductions)

**Timeline (eligible to change)**

* Application Deadline: 2nd of February 2025. 23:59

***Please Note:*** *Only applicants who pass the document assessment stage will be invited to participate in the next stage (interview) of the recruitment process*.

* Conduct Interview: One day during 6th (Thu.) ~ 11th (Tue.) February morning or afternoon (face to face)

***Please Note:******Operations Intern Interview will be held on 6th (Thu.) or 7th (Fri.) February. Applicants who apply for both teams(Operations/Programs) might be required to attend two different interviews.***

***Please Note:*** *Applicants must be able to physically attend it at the designated day/time and always reachable through their mobile phones especially in the first week of February to be notified of interviews.*

* Expected Starting Date of Final-Selected Candidate: Mid-February or 4th March 2025 (depending on which position)

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

* Resume (with photo and year of birth)
* Cover Letter
* Language Proficiency Certificate (Required only for Operations Intern applicants who have completed middle and high school in Korea and have graduated from or are enrolled in a Korean university).
* Certificate or License in the fields of accounting/finance and computer skills(Optional only for Operations Intern applicants)

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

*verification letters(if applicable) later.*

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

• Submit the required documents to the following e-mail address: **citynet.recruitment@gmail.com**with a title beginning with a phrase chosen among the following 3 options: ① CityNet Intern Application to Programs Team ② CityNet Intern Application to Operations Team ③ CityNet Intern Application to Programs/Operations Team

• Must indicate to which team you are applying and also include your order of preferred positions if you are applying to Programs Team on the first part of your resume

• 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.*