**CityNet Vacancy Announcement**

**Application deadline:** 8th of June 2025. 23:59

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.

**Operations Officer or Junior Operations Officer:** One vacancy

Please see below for more information on the job functions/responsibilities, job requirements, working conditions and application procedure.

* **Task and Responsibilities**
* Maintain audit procedures to ensure the accuracy of financial information
* Prepare cost estimates and manage all financial transactions
* Administer networking and membership with CityNet members
* Translate and prepare English-Korean documents, perform administrative tasks within the operations team
* **Required Qualifications**
* A bachelor’s degree with knowledge or experience in accounting, finance and administration or a related sector
* Excellent computer skills such as Core MS Office applications including Excel, Hancom Office, and applications for virtual meeting software like Zoom
* **Fluent in both English and Korean**: must be fluent and accurate, orally and in writing
* Capacity to actively engage in networking with other organizations including international organizations, international non-profit organizations and public organizations
* No legal restrictions on overseas travel
* **Preferred Qualification**
* At least 1 year of work experience in finance and administration or a related sector
* **Working Conditions**
* Start Date: 16th or 17th June, 2025
* Location of office: CityNet Secretariat, 10F, Seoul Global Center, Jongno-gu, Seoul, Republic of Korea
* Contract Period: about one and a half years - 18 months including a three-month probationary period
* Working Hours: Monday to Friday from 9:30 ~ 18:00 with a one-hour lunch break.
* Working Language: Korean and English
* Annual Salary(in KRW): Will be determined based on the internal salary system and the applicant's abilities, work experience, etc.
  + Please Note: Monthly salary(One twelfth of annual salary) shall be paid to your Korean domestic bank account by bank transfer on the 25th of each month after deductions of tax and the self-burden amount of all kinds of national pension/insurances according to domestic law.
* **Required Documents (There’s no designated form for any of the documents)**
* Resume and Cover Letter (Mandatory, Must be in English and include your Korean mobile phone #)
* 이력서 및 자기소개서 (Mandatory, Must be in Korean and include your Korean mobile phone #)
* Certificate of Graduation or Diploma (Mandatory, English or Korean)
* Certificate of Employment or Certificate of Employment History (Optional, English or Korean)
* Language Proficiency Certificate (Optional)
* Certificate or License related to accounting, finance, or computer skills (Optional)
* **Recruitment Procedures**

1. **Deadline for Submission of Required Documents – 8th of June 2025. 23:59**
2. **Interview (Korean and English) – One day between 11th of June(Wed.) and 13th of June(Fri.)**

**Please Note:** Applicants must be able to physically attend it at the designated day/time and always reachable through their mobile phones to be notified of interviews. Interview venue address is office of CityNet Secretariat at 10F, Seoul Global Center, 38, Jong-ro, Jongno-gu, Seoul, Republic of Korea.

1. **Signing Employment Contract and Work Start Date – 16th or 17th June, 2025**
   * Please Note: Only applicants who pass the screening and interview will be contacted individually at each stage and invited to participate in the next stage of the recruitment process. The recruitment schedule may be subject to change, depending on CityNet Secretariat’s circumstances.

* **How to apply**
* Submit the application form and necessary attachments to the following e-mail addresses : [**citynet.recruitment@gmail.com**](mailto:citynet.recruitment@gmail.com)
* Deadline for submission: 8 June (Sun.) 2025, until 23:59
* For further inquiries, contact [citynet.recruitment@gmail.com](mailto:citynet.recruitment@gmail.com) / (02) 723-0628/0646