International job opportunity in Seoul, South Korea

Join ICLEI – Local Governments for Sustainability!

Application deadline: 17 December 2018

ICLEI is the leading global network of 1,500+ cities, towns and regions committed to building a sustainable future. Through our collective efforts, we impact more than 25 percent of the global urban population.

Local and regional governments across the ICLEI network work alongside a diverse team of global experts in 22 ICLEI offices. Together, we address the local impacts of unprecedented global change, from climate change to urbanization, aiming for urban development to have the least possible impact on global systems and to build communities that are people-centered and equitable.

Established in 2012 and based in Seoul, ICLEI East Asia Secretariat supports the efforts of local governments in China, Korea, Japan and Mongolia in achieving sustainable, low-carbon, resilient, nature-based and circular development.

Vacancy: Program Manager

Responsibilities

• Responsible for the development of ICLEI East Asia Secretariat’s organizational strategies and planning, and monitoring the implementation of the strategies to support the expansion of ICLEI’s activities in the region
• Developing and implementing regional and global initiatives and programs according to the ICLEI’s five Pathways and ICLEI East Asia Secretariat’s strategies and work plan
• Identifying new opportunities and mobilizing resources for the expansion of ICLEI’s activities in East Asia and the implementation of strategic initiatives and programs, in coordination with global ICLEI network
• Developing and maintaining partnerships with major regional and global donors and partner organizations, in particular with the host city government (Seoul) and other governmental and non-governmental organizations in South Korea
• Overseeing the Secretariat’s communications work and knowledge management, developing related platforms and tools
• In cooperation with the Regional Administrator, coordinating the operations of ICLEI East Asia’s governance body/Regional Executive Committee

Requirements

• With sound experienced in the East Asia region and have lived in one or more East Asian countries for a minimum of six years
• have an excellent command of English and one or more East Asian languages, particularly Chinese and Korean
• have a postgraduate degree in sustainable development, environment, urban infrastructure, urban planning, energy, project management or another subject relevant to the position
• have at least six years of professional work experience in the fields of sustainability or environment or local (urban) development, including at least two years of experience in a managerial position
• have hands on experience in strategic planning, project management, partnership development, communications in an international/ regional context
• possess sound knowledge and understanding in local (urban) sustainable development; related work experience with local governments in East Asia is a plus.
• have good communication and coordination skills, and team management and (project) financial management experience

Terms and conditions
• The position reports to Regional Director, ICLEI East Asia Secretariat.
• The position is available immediately at the ICLEI East Asia Secretariat in Seoul, South Korea. The initial contract will be 12 months (including a probationary period of three months) with the option of extension beyond 12 months.
• International travel will be required; communications with partners around the world may require work during unusual hours.
• Working languages: English
• Applicants must be eligible to obtain the appropriate work permit for the Republic of Korea prior to the commencement of work.

Application
Please email job application (reference in subject line: “Program Manager”) including:
• Letter of motivation;
• CV (max 3 pages) and photo;
• Indication of citizenship; and
• Indication of availability date.

to <jobs.seoul@iclei.org>.