

## **Job opportunity in Seoul, South Korea: Join ICLEI – Local Governments for Sustainability!**

**Application deadline: 17th December 2022**

ICLEI-Local Governments for Sustainability is the leading global network of 2,500 local and regional governments committed to sustainable development. Active in 125 countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient, and circular development. Our Members and team of experts work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability. Find out more at <http://eastasia.iclei.org/>.

Our Members and 24 offices work together to create systemic change for urban sustainability. ICLEI World Secretariat is based in Bonn, Germany, while ICLEI East Asia Secretariat operates in Seoul, South Korea to coordinate regional projects and activities, and provide support to ICLEI Members in the Greater China Region, Japan, Korea, and Mongolia. You will be joining our dynamic and fast-growing team to implement regional projects and provide technical consulting, training, and information services to build capacity and support local and regional governments in pursuing sustainable development.

### **Vacancy: Program Manager**

#### **Summary**

The Program Manager (PM) is responsible for the development and management of ICLEI East Asia's program activities and provides support on membership and strategic development of ICLEI East Asia Secretariat. The PM reports to the Regional Director.

#### **Responsibilities**

##### **1. Program management (60%)**

- Develop and manage ICLEI East Asia's program in line with the ICLEI's strategy and priorities in the region, including program strategy development, planning, monitoring, and implementation. Currently, ICLEI East Asia's country program priority is China, supplemented with activities in Mongolia and DPR Korea. ICLEI East Asia also plays a role in coordinating with ICLEI Country Office in Japan and the Republic of Korea for regional activities that involve the two jurisdictions.
- Lead the implementation of priority existing projects and activities in line with ICLEI's five sustainable development pathways, with particular focus on Low Emissions and Circular pathways
- Identify new project opportunities that reflect the needs and interests of local governments in the region. Please refer to ICLEI East Asia's website and annual reports for program details
- Supervise related Program Officers in the above priority areas, guide the program team's work and ensure quality outputs and program budget management



## **2. Partnership and resource mobilization (25%)**

- Identify strategic partnership opportunities, develop and maintain effective relations with key partners, including donor agencies, governmental and non-governmental institutions
- Support the coordination and partnership with the Seoul Metropolitan Government, the hosting city of ICLEI East Asia Secretariat
- Contribute actively to ICLEI membership development and services, and synergize with membership strategy in program formulation
- Mobilize funding and resources for program operations, in coordination with other ICLEI offices and teams
- Identify and cultivate new funders and funding opportunities in priority program areas

## **3. Strategy and administration (15%)**

- Work in close coordination with the ICLEI East Asia Secretariat Beijing Office, a fast-growing representative office in Beijing, China that is dedicated for China programs
- Provide inputs to the planning of strategy, programs, and budget management of ICLEI East Asia Secretariat through close coordination with the Strategy Manager and the Program Finance Officer
- Provide inputs to the office administration and operation, in close coordination with the Regional Administrator

## **Requirements**

- Exposure: having lived in one or more East Asian countries for a minimum of six years
- Education: postgraduate degree in a related field such as environment, energy, ecology, climate change, urban planning, and sustainability
- Experience: a minimum of six years of related working experience in at least 1-2 development pathways mentioned above, including at least three years of proven experience in a managerial position related with program management; working experience with international (inter-governmental) organizations and / with local governments is preferred
- Language: excellent command of spoken and written English and working proficiency in Chinese Mandarin
- Leadership: proven leadership and managerial skills and experience; good at strategic planning; ability to inspire and motivate diverse groups towards achieving organizational goals; ability to guide and coordinate the program teamwork in order to deliver quality results
- Program management skills: ability to develop program strategy and plan, and manage projects following organizational procedures and rules, with good understanding and respect on the interest and needs of local governments in the region; good at time management/planning and project financing
- Communication skills: ability to communicate clearly and logically across different cultures and backgrounds, especially with local government stakeholders; good at teamwork and consensus building in group communications
- Strategic thinking: ability to strategically analyse and understand the context of sustainable local (urban) development in the region, anticipate and identify potential program opportunities
- Partnership and fundraising skills: experience and ability to identify, maintain and expand partnerships with key stakeholders, and mobilize resources and funding for program and organizational development



- Problem solving skills: ability to define and identify key problems and challenges in a complex situation and work environment, and be able to propose practical solutions to resolve issues effectively
- Initiative: self-motivated, be able to work independently with minor supervision and under pressure; ability to propose and develop new initiatives with innovative thinking

### **Terms and conditions**

- The position is available immediately at the ICLEI East Asia Secretariat in Seoul, South Korea
- International travel will be required; communication with partners around the world may require work during unusual hours
- Working languages: proficient in English and Mandarin; knowledge in Korean an asset
- Applicants must be eligible to obtain the appropriate work permit for the Republic of Korea prior to the commencement of work.

### **Benefits:**

- National pension program (if applicable), medical and other applicable insurance
- Annual salary range: KRW 40,000,000 – 55,000,000 (before tax) based on experience and qualification
- 20 days paid annual leave and additional paid sick leave
- Support for personal capacity building

### **Application**

Please email the job application (reference in the subject line: “**ICLEI Program Manager**”) to [jobs.seoul@iclei.org](mailto:jobs.seoul@iclei.org) including the following:

- Motivation letter
- CV (max 3 pages), and photo
- Indication of salary expectation and current salary (before tax)
- Indication of citizenship
- Indication of the availability date

