

## Job Opening for Program Officer

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**Application Deadline: 26 November 2023**

The WeGO Secretariat is currently seeking candidates for the following vacancies:

- **Program Officer: 1 Person**

### About WeGO

The World Smart Sustainable Cities Organization (WeGO), established by 50 founding member cities in 2010, is an international association of city and other local governments, smart tech solutions providers, and national and regional institutions committed to the transformation of cities into smart sustainable cities through facilitating public-private partnership.

WeGO's Secretariat is based in Seoul, Korea, with regional offices in Central Asia (Almaty, Kazakhstan), the Middle East (Abu Dhabi, Arab Emirates), and Latin America (Cuenca, Ecuador).

WeGO has more than 200 members around the world and serves as their international platform to improve the quality of life, innovate in the delivery of public services, and strengthen regional competitiveness.

### Responsibilities:

- Oversee relationships with city partners and/or research and development activities (**Especially Latin America**).
- Communicate with national and local governments to connect with cities, and access city and related networks for expanded recruitment.
- Coordinate with regional offices to conduct events, develop products and services, and manage members.
- Manage support for smart city project implementation, and deliver matchmaking between city-solution providers.
- Organize and carry out activities such as conferences and expos, training programs, and others related to smart cities, for and with a range of local governments, corporations, and institutions.
- Work with international organizations and other partners to develop new strategic partnerships and carry out joint initiatives.
- Support WeGO activities and the management and recruitment of members, establishing and implementing a sound strategy for membership expansion and fee payment.

**\* Tasks and responsibilities may change in accordance with the organization's needs.**

## Qualifications:

### Required

- Native/fluent **English and Spanish** speaker (excellence in English and Spanish writing and documents)
- Bachelor's degree and at least two (2) years—or, master's degree and at least one (1) year-of work experience at an international organization/institution, public organization/institution, IT/smart tech company, ODA project, or a related field in the activities and mission of WeGO
- Strong skills in business writing, reporting, and presenting, and in conducting research
- Excellent computer skills (MS Office, Google Office Suite)
- Attention to detail, commitment, passion, and interest in smart cities
- No legal restrictions on overseas travel.
- No legal restrictions to work in the Republic of Korea

### Preferred

- Work experience in international cooperation field
- Work experience in public sector and/or international organization
- A person with a work visa or a visa which can be converted to a work visa in Korea (a person who can work within a month after being selected as a final candidate)
- Fluency in Korean and additional languages
- Design/website experience (Photoshop, Illustrator, HTML5/CSS3/Javascript, WordPress, etc.)

### Contract:

- Start date: January 2024
- Duty Station: WeGO Secretariat, 7F, Seoul Global Center, Jongno-gu, Seoul, South Korea
- Term: Two (2) years, incl. a three (3) month probationary period
- Hours: Monday to Friday, eight (8) hours per day
- Language: **English and Spanish**
- Annual Leave: Twenty-six (26) days

\*The contract term may be extended based on the results of an annual assessment(s) and the needs of the organization.

\*\*The contract term may be terminated as a result of unsatisfactory assessment during the probationary period or upon annual assessment.

### Benefits:

- National pension program (if applicable), medical and other applicable insurance
- Annual Salary: KRW 37,000,000
- Additional Benefits:
  1. Performance bonus: Up to KRW 3,000,000 paid per year based on work performance evaluation
  2. Internal Capacity Building Expense: KRW 1,000,000
  3. Flexible working hours available: start work 08:00~10:00, leave work 17:00~19:00)
  4. Remote working: once a week for approximately 3 months per year

**\*The detailed annual salary will be determined under the terms of the employment contract and only 90% of the monthly salary will be paid during the probationary period**

### **Required Documents:**

1. Application Form (incl. indication of availability date)
2. Resume and Cover Letter

**\*Please Note:** The interview (third round) candidates can be asked to submit the copies of diplomas and the verification of employment before interview.

### **Recruitment Procedures:**

1. Deadline for Submission of Required Documents – 26 November 2023  
*Please Note: Only applicants who pass the document assessment stage will be invited to participate in the next stage of the recruitment process.*
2. Second Round: Online **English & Spanish** Written Test – 4 December 2023  
*Please Note: Only applicants who pass the Second Round will be invited to participate in the next stage of the recruitment process.*
3. Third Round: (face to face) Interview – 13 December 2023
4. Announcement of Final Selection – 18 December 2023

**\* Recruitment schedule may change in accordance with the organization's needs.**

### **Application Procedure:**

Please download the application form from WeGO's website ([www.we-gov.org/careers](http://www.we-gov.org/careers)) and submit it along with all necessary documents to [admin@we-gov.org](mailto:admin@we-gov.org) with the subject "WeGO Job Opening – Program Officer" by the deadline.

For inquiries, please contact: Administrative Director Seongho Bae ([hani3399@we-gov.org](mailto:hani3399@we-gov.org) | 02-720-2933)