

## CityNet Vacancy Announcement

**Application deadline: 20<sup>th</sup> of February (Tue.), 2024. 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 173 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.

### **Event Coordinator: One vacancy (fixed-term contract position)**

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

#### ■ **Tasks and Responsibilities**

- Overall management on the preparation and follow-up of international activities
- Undertake any other relevant tasks assigned by the Directors

More specifically, the coordinator will:

- Manage registration processes which include, but not being limited to, confirming attendances, travel arrangements and communicating with participants concerning logistics arrangements for events, etc.
- Prepare travel and logistics arrangements of CityNet Secretariat and members' mission trips with assigned officers' close consultations
- Coordinate with Korean and to some extent, international vendors to support the conduct of CityNet international program activities in South Korea and in CityNet member-cities.
- Assist CityNet Secretariat officers in the post-activity and documentation reports.
- Send invitations and thank-you letters to participants before and after events
- Create and send email reminders, confirmations and event updates
- Create and produce registration lists, name plates and name tags prior to events
- Assist in drafting, finalizing and distributing meeting minutes
- Work with other members of staff to maintain a manageable flow of work and plan ahead

**Please Note:** Tasks and responsibilities may be adjusted according to the current workload.

## ■ Required Qualifications

- A bachelor's degree in international business management, Convention, MICE, Tourism, Hotel or a closely related area \* including a bachelor's degree scheduled to receive in Feb. '24
- **Proficient in spoken/written English**
- **Nationality: Korean**
- No legal/personal obstacle for overseas business trips

## ■ Preferred Qualifications

- Convention Planner Certificate
- Relevant Work Experiences of at least one year

## ■ Core Competencies: Project/Event Management

- Ideally experiences in coordinating international scale events
- Excellent project management skills including multi-tasking, prioritization of tasks (i.e. time management), attention to details and ability to meet strict deadlines
- Demonstrate excellent research and organization skills
- Working knowledge of Microsoft Office, particularly Word, Excel and Power Point

## ■ Working Conditions

- Start Date: **4<sup>th</sup> March (Mon.), 2024** (to be confirmed under the employment contract)
- Location of office: CityNet Secretariat, 10F, Seoul Global Center, Jongno-gu, Seoul, Republic of Korea
- Contract Period: **10 months (from March to December 2024)**  
\* It is a fixed term contract position.
- Working Hours: Monday to Friday from 9:30 ~ 18:00 with a one-hour lunch break.
- Working Language: English
- Annual Leave: 21 business days (including sick days)
- Benefits: National pension program, medical insurance, employment insurance, and occupational health and safety insurance
- Total Monthly Salary: **2,400,000 KRW** (including deductions of taxes & employees' own shares of national pension/insurances)

## ■ Required Documents (There's no designated form and all documents should be in English)

- Resume (with photo)
- Cover Letter

**Please Note:** The final candidate will be asked to send the copies of diplomas, applicable certificates, employment verification letters, etc. later.

## ■ Recruitment Procedures

- 1. Deadline for Submission of Required Documents – 20<sup>th</sup> of February (Tue.), 2024. 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.*
- 2. Interview – 27<sup>th</sup> of February, (Tue.) 2024 \* the face-to-face office interview**
- 3. Announcement of Final Selection – by 29<sup>th</sup> of February, (Thu.), 2024**
- 4. Working Start Date – 4<sup>th</sup> of March, (Mon.), 2024**

## ■ How to apply (all documents should be in English)

- Submit the application form and necessary attachments to the following e-mail address:  
[citynet.recruitment@gmail.com](mailto:citynet.recruitment@gmail.com)

For further inquiries, contact the CityNet Secretariat to [citynet.recruitment@gmail.com](mailto:citynet.recruitment@gmail.com)