

## Job Opening for Program Officer

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**Application Deadline: May 16, 2021**

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

- **Program Officer: One (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.

WeGO's Secretariat is based in Seoul, Korea, with regional offices in East Asia (Chengdu, China), Eurasia (Ulyanovsk, Russia), the Mediterranean (Beyoğlu, Turkey), and Latin America (Mexico City, Mexico).

WeGO has close to 210 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
  - Conduct feasibility studies in smart cities field
  - Communicate with national and local governments to connect with cities, and access city and related networks for expanded recruitment.
  - Work with partners to enrich products and incorporate them into the organization's activities, and establish strategic partnerships for joint initiatives in R&D
  - Monitor and evaluate trends and challenges in smart city development, and deliver matchmaking and support for project implementation.
  - 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 speaker & Fluency in Korea
- Bachelor's degree and at least three (3) 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 or a related field
  - \* **Internships are not counted toward this requirement**
- Strong skills in business writing, reporting, and presenting, and in conducting research
- Excellent computer skills (MS Office, Google Office Suite)
- No legal restrictions on overseas travel
- No legal restrictions to work in the Republic of Korea

### OPTIONAL

- Experience in conducting feasibility studies in smart cities field
- Knowledge and understanding of WeGO and its mission
- Fluency in additional languages
- Communications or marketing-related experience
- Advanced degree in IT, smart cities, or a related field

## Contract:

- Start date: June 2021
- Duty Station: WeGO Secretariat, 7F, Seoul Global Center, Jongno-gu, Seoul, Korea
- Term: Two (2) years, incl. a three (3) month probationary period
- Hours: Monday to Friday, eight (8) hours per day
- Language: English and Korean
- Annual Leave: Twenty-five (26) days

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

## Benefits:

- National pension program (if applicable), medical and other applicable insurance
- Annual Salary: KRW 35,000,000

**\*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
2. Resume and Cover Letter

### Recruitment Procedures:

1. Deadline for Submission of Required Documents – 16 May 2021

*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 & Korean Written Test – 31 May 2021

*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: Program Officer Interview – 8 June 2021  
(either face to face or online for candidates overseas)

4. Announcement of Final Selection – 9 June 2021

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

### Application Procedure:

Please 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:

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