

## Job Opening for Program Officer

**Application Deadline: 26 February 2023**

The WeGO Secretariat is currently seeking candidate 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 East Asia (Chengdu, China), Eurasia (Ulyanovsk, Russia), the Mediterranean (Beyoğlu, Turkey), and Latin America (Mexico City, Mexico).

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:

- Undertaking overall tasks on preparation and follow up activities WeGO 6<sup>th</sup> General Assembly in Seoul in September 2023
- Carrying out activities relating Inter-continental WeGO smart city network program
- Planning and executing WeGO Smart City Champions training program
- Supporting WeGO secretariat tasks and membership management
- Communicate with national and local governments to connect with cities, and access city and related networks for expanded recruitment.

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

## Qualifications:

### Required

- Native/Fluent English speaker (excellence in English 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 or a related field in the activities and mission of WeGO
  - \* 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)
- 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 conference field
- 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 additional language
- Work experience in public sector

## Contract:

- Start date: April 2023
- 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
- 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: Around 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 (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 February 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: English Written Test – 6 March 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 – 9 March 2023

4. Announcement of Final Selection – 10 March 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: [hyunlee@we-gov.org](mailto:hyunlee@we-gov.org) | 02-720-2933