

**International Job Opportunity in Seoul, Korea:  
Join WeGO – World Smart Sustainable Cities Organization**

**Application Deadline: August 29, 2024**

## **World Smart Sustainable Cities Organization (WeGO)**

### **Job Vacancy Announcement**

[www.we-gov.org](http://www.we-gov.org)

The WeGO Secretariat is currently looking for a suitable candidate for the following position:

**Vacancy Position: Secretary General** (Head of WeGO Secretariat)

#### **About WeGO (World Smart Sustainable Cities Organization)**

- 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 has close to 202 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.
- The Secretariat is based in Seoul, Korea with six Regional Offices in East Asia, Central Asia, Latin America, the Middle East, Africa and the Mediterranean Region. Seoul is currently serving as the President City and the Mayor of Seoul serves as WeGO's President.
- WeGO's Vision is **Smart Sustainable Cities for All**: Innovative cities that leverage digital technology and connectivity to improve quality of life, efficiency of urban operation and services, and economic prosperity for all citizens, while ensuring long-term economic, social and environmental sustainability.
- WeGO's Mission:
  - To promote and facilitate the transformation of cities to Smart Sustainable Cities worldwide;
  - To be a global platform for cities to enhance their digital capabilities and leverage their innovation potentials in order to develop transformative solutions for Smart Sustainable Cities;
  - To foster international exchange, cooperation, and learning among cities.

Please see below for more information on the qualifications, required experiences, responsibilities, working conditions, required documents, recruitment procedures, and how to apply for the position.

#### **WeGO Secretariat**

Postal Address: 7F Seoul Global Center, 38 Jongro, Jongno-gu, Seoul 100-739, Republic of Korea

Tel: +82 (0)2 720 2934~7 Fax: +82 (0)2 720 2939 Email: [secretariat@we-gov.org](mailto:secretariat@we-gov.org)

Website: [www.we-gov.org](http://www.we-gov.org)

## Secretary General

### Tasks and Responsibilities

- Formulation of the overall vision and strategy of the organization in medium and long-term business plans and the exercise of leadership pursuant to the priorities and strategies set by such plans.
- Active representation of WeGO at international events and proactive partnership building with global partners for the enhancement of the WeGO brand, improved services to WeGO members and strengthened international WeGO network.
- Membership management and expansion. Effective communication with existing WeGO members and expansion of new city and corporate members globally.
- Facilitate and expand replicable smart sustainable city best practices among WeGO members and global partners.
- Management and supervision of (i) the administration of the Secretariat, including budget, finances and human resources, and (ii) the activities of the Secretariat, including programs and services provided to WeGO members, marketing and communications.
- Effective fundraising from international and Korean agencies, the private sector and other sources, for the provision of benefits to WeGO members and the diversification of WeGO's funding.
- Management of the preparation of the meetings of the General Assembly and Executive Committee and the effective performance of the functions and duties assigned by them.
- Preparation and presentation of an Annual Report, which includes the business plan for the following year, at each Executive Committee meeting.
- Communications with the President of WeGO
- Ensuring WeGO's compliance with laws, rules, regulations and good practice in the discharge of the organization's functions and duties.

### Required Qualifications

- An international mind-set and a future-oriented vision for the 4th industrial revolution, smart cities, and sustainable urban development.
- **Master's degree and more than 10 years of work experiences** in international organization/institution or public organization/institution or academia, research organization/institution or IT/smart tech company or a related field.
- **Fluent English and Korean** ability to conduct international relations and smart city related work (Applicants who are also fluent in other official languages of the United Nations such as French, Chinese, Spanish, Russian, and Arabic are welcomed.)
- Strong leadership ability to provide clear vision, direction, and strategies for WeGO and the organizational operation of the WeGO Secretariat
- Experiences in successful partnerships with other international organizations and effective fundraising as well as excellent communication, negotiation, collaboration and networking skills
- High-level understanding of smart cities, sustainable urban development, and digital technologies
- No legal restrictions on overseas travel
- No legal restrictions to work in Korea

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Website: [www.we-gov.org](http://www.we-gov.org)

## Employment Terms/Conditions

- Starting Date: Between September 30 and October 4, 2024 (**Must be able to start work no later than October 4, 2024** / to be confirmed under the employment contract)
- Location of Office: WeGO Secretariat, 7F, Seoul Global Center, Jongno-gu, Seoul, Korea
- Contract Term: Three years
- Working Hours: Monday to Friday from 9:30 - 18:30
- Official Working Language: English
- Annual Leave: Twenty-Six business days per year (including sick days)
- Gross Annual Salary: KRW 120 million (commensurate with qualifications and experiences to be confirmed under the employment contract)
- Other Benefits: National pension program (if applicable), medical and other applicable insurance

## Required Documents (All documents in English)

- **Cover Letter and Resume**

**\*Note:** After the end of the interview, the final successful candidate must submit a certificate of degree and a certificate of work experience to the Secretariat.

## Recruitment Procedures

- Deadline for Submission of Required Documents: **August 29, 2024 at 23:59 KST(UTC/GMT+9)**
  - Important Dates
    - Assessment of Submitted Documents: **September 2~September 5, 2024**  
**\*Note:** The WeGO Secretariat will contact the applicants who passed the document assessment stage and are invited to participate in the next stage of the recruitment process.
    - Announcement of Candidates Invited to the English/Korean Interview: **September 5~September 9, 2024**
    - English/Korean Interview: **Between September 11~September 13, 2024**  
**\*Note:** Overseas residents may conduct the interview via skype.
  - Announcement of Final Selection: **Between September 23 ~ September 25, 2024**  
**\*Note:** If it is determined that there are no qualified candidates, the final successful candidate may not be selected.
  - Signing Date of Employment Contract and Employment Start Date: **Between September 30~October 4, 2024**
- \* Recruitment schedule may change in accordance with the organization's needs.

## How to Apply (All documents in English)

- Submit the Cover Letter and Resume to [admin@we-gov.org](mailto:admin@we-gov.org) with the subject "WeGO Job Opening-SG" by the deadline.
- For further inquiries, please contact Administrative Officer Sunny Kim ([sunny@we-gov.org](mailto:sunny@we-gov.org) / +82 070-4202-9110) and Administrative Director Seongho Bae ([hani3399@we-gov.org](mailto:hani3399@we-gov.org) / +82-720-2933)