

CityNet Secretariat 2015 Summer Internship Program

Terms of Reference

Application Deadline: May 1, 2015

About CityNet

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 135 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, the Millennium Development Goals and rising Infrastructure demands.

Internship Opportunity

The CityNet Secretariat is looking for qualified interns to serve at the CityNet Secretariat during the Summer of 2015. Internships will be for a minimum period of three months, but preference will be given to those who can continue working into the fall. The main objectives of the internship are to 1) Assist in the planning and implementation of CityNet Capacity building programs; 2) Provide design, editing and strategic support for CityNet communication activities; and 3) Assist in the registration and preparation process for the CityNet Executive Committee Meeting to be held in October 2015. Unfortunately, there is no monetary compensation available for this position.

Responsibilities

Daily responsibilities will depend on the individual's background and interests as well as the Secretariat's priority work streams. Duties may include but are not limited to:

- Support preparation activities for the CityNet Executive Committee Meeting in October 2015 by assisting in registration, content preparation, design, editing, communication, and other activities as needed.
- Assist in conducting research on relevant sustainable development issues in the Asia Pacific region
- Assist in the organization of workshops, seminars and trainings
- Assist in documenting CityNet project activities in beneficiary countries
- Develop information and outreach materials
- Write blog posts on relevant sustainable development issues
- Create City Profiles of CityNet member cities
- Design communication materials for various CityNet projects and capacity building activities
- Update contact information for CityNet member cities based on personnel changes and elections
- Call members regarding membership fees and status
- Edit and/or translate official documents

Competencies

- Professionalism
 - Basic knowledge of sustainable urban development issues, actors and best practices
 - Desire to learn about the urban development space
 - Demonstrates interest in the field and intention to pursue international or sustainable urban development in future career goals
 - Strong research and analysis skills
 - Demonstrates professional competence, efficiency and motivation

- Communication
 - Speaks and writes clearly and effectively, listens to others, is adaptable and teachable
 - Asks clarification questions when needed and ensures understanding
 - Demonstrates openness and interest in sharing information and keeping others informed
- Teamwork:
 - Able to work well with a multicultural team and adapt to an international environment
 - Works collaboratively with supervisor and other interns to achieve internship goals
 - Supports and acts in accordance with final group decision

Education

To qualify for a CityNet internship, applicants must meet one of the following requirements:

- Be enrolled in a graduate school program
- Be enrolled in the final academic year of a first university degree program (Bachelor's level or equivalent)
- Have graduated with a university degree

Languages

English is the working language of the CityNet Secretariat. Fluency in English is required for the internship program. Knowledge of Korean is preferred, but not required. Knowledge of Chinese, Tagalog, Indonesian, Nepali, Tamil, Sinhala, Mandarin, Bengali, Hindi, Vietnamese, Thai, Khmer, Malay, Lao, Marati, Urdu or Mongolian will be an asset.

Submission Information

Please submit your resume and cover letter as one PDF to Marina Brenden at programs2@citynet-ap.org by May 1, 2015 with "CityNet 2015 Summer Internship" as the subject. In your cover letter, please specify one urban development topic that is of particular interest to you and which areas of CityNet's work you are most enthusiastic about engaging with. Incomplete submissions will not be considered. Due to the high volume of applicants, only those selected for an interview will be contacted. No phone calls, please.

Assessment Method and Timeline

Interviews will be held at the CityNet Secretariat in the Seoul Global Center. For international applicants, interviews will be arranged through Skype.

- **Application Deadline:** May 1, 2015
- **Interviews:** May 11-May 15, 2015
- **Internship Selection Announcement:** May 22, 2015
- **Internship Starting Date:** July 1, 2015
- **Term:** 3-6 months
- **Please note that this position is not remunerated**