

General Internship Vacancy (two positions)

Duration: Feb - Jul (2 months min, negotiable)

Category: 2-4 days a week (negotiable)

Location: Seoul Global Center

Application Due Date: February 6th, 2017

General Overview

The **World e-Governments Organization of Cities and Local Governments (WeGO)** is an international organization of 110 cities & local governments and 5 national ICT institutions across every corner of the globe that pursues sustainable city development based on e-Government and ICT. WeGO is committed to sharing knowledge and enhancing exchanges in e-Government in order to strengthen administrative efficiency and transparency; advance digital capacity; facilitate civic involvement; bridge the digital divide; and create a common ground for cooperation and solidarity among cities and local governments around the world. WeGO, in conjunction with sustainable development goal #11, to make cities inclusive, safe, resilient and sustainable, utilizes e-Governance and ICT for the betterment of the citizens in cities and local governments worldwide.

Position Description

The **General Intern** will contribute to the WeGO Secretariat by assisting in general program and office duties for various events, activities and programs of the Secretariat. This unique and enriching opportunity will entail responsibilities of (but not limited to):

- General assistance in our programs, from drafting e-mails, conducting phone calls, executing research, translating documents etc.
- Supplementing in content creation of WeGO's activities, such as constructing PPTs, drafting press releases etc.
- Implementation of other general office duties as requested by staff and program officers

Internship Benefits

- **This internship position is commensurate to internship salary regulations of the Seoul Metropolitan Government; 45,000 KRW per day (seven-hour work day/flexible)**
- Great opportunity to network with public officials of municipalities from every corner of the globe, such as Pittsburgh to Addis Ababa
- A chance to join many of WeGO's exciting events, such as workshops, conferences, the General Assembly and festivals
- Expanding of ICT and e-Government knowledge and experience in a well-established, international organization
- General overview and insight into the inner workings of the Seoul Metropolitan Government, which may assist in future career in the public sector
- An opportunity to make an impact for the betterment of the citizens of respective cities and local governments!



Requirements

- Proficiency in Microsoft Office Software (Word, PowerPoint, working-level in Excel)
- The applicant must possess great teamwork, be self-motivated, punctual and hard-working
- **Priority will be given to applicants who possess proficiency in either Mandarin, Korean, Spanish, Russian, French or Arabic**
- **Detail-oriented, active attitude, accomplished research skills**
- Interest in ICT and international organizations preferred
- **Good command of the English language (writing/speaking), as it is the official working language of the Secretariat**

Preferences

- Experience/knowledge with web development, such as Wordpress
- Background in Korean contractual law
- Social media/content development/marketing experience
- Experience (organizing) in international events and conferences, such as logistics
- Previous experience with related work/internship
- Graduate student, although undergraduate students are also encouraged to apply
- Able to work until July 2017

Application Process

Please submit your resume in English (with headshot photo/contact information) and cover letter (.docx or .pdf) to andrew@we-gov.org and cc_secretariat@we-gov.org as soon as possible, as the positions tend to get filled very quickly, or by February 6th, 2017, and will be processed as soon as it is received. As we expect large volume of applicants, please indicate your name and interested position on the subject line, i.e. Jane Doe: General Internship Vacancy. Only selected candidates will be further contacted for an interview. Applications will be accepted until the position is filled, so applicants are highly encouraged to apply as soon as possible. Good luck!

