



wfuna

World Federation of United Nations Associations

POSITION DESCRIPTION: PROGRAM OFFICER

STARTING DATE: 15 JANUARY 2019

LOCATION: SEOUL

PAID STAFF POSITION WITH BENEFITS

WFUNA
1 United Nations Plaza
Room 1177
New York NY 10017
USA

FMANU
Palais des Nations
Room E4-2A
1211 Geneva 10
Switzerland

ORGANIZATIONAL OVERVIEW

The World Federation of United Nations Associations (WFUNA) is a global nonprofit organization working for a stronger and more effective United Nations. Established in 1946, we represent and coordinate a membership of over 100 United Nations Associations and their thousands of members. We are the largest international network of people supporting and engaging with the United Nations.

We work to build a better world by strengthening and improving the United Nations, through the engagement of people who share a global mindset and support international cooperation – global citizens.

Our organization has offices at the United Nations in both New York, Geneva, and Seoul. www.wfuna.org

POSITION OVERVIEW

The Program officer is responsible for working alongside the Senior Partnerships & Innovation Officer in order to develop and implement innovative programs, including the Citypreneurs Startup Competition.

He/she will hold responsibilities to liaise with relevant partners, develop fundraising mechanisms, implement and report on designated innovation programs.

He/she reports to the Senior Partnerships & Innovation Officer. This is a full-time position with benefits, based in our Seoul Secretariat.

RESPONSIBILITIES

- Assume responsibility for managing various partnerships with startups, academic institutions, government offices, foundations and the private sector to collaboratively implement joint programs and to raise funds for program implementation;
- Implement innovation projects in the following capacity, as needed: proposal writing, negotiation with partners, budget preparation, review of donor agreements, preparation of program materials, selection and training of staff, project implementation and evaluation;
- Regular reporting on duties to the supervising officer; other duties as assigned, as this may include duties related to other program areas;
- Brainstorm with WFUNA's staff members on the regional adaptation of WFUNA's innovation programs;
- Constant communication with partner organizations in preparing all logistical set-ups necessary for program implementation.
- Generate program reports to key donor and partner agencies.

SKILLS & QUALIFICATIONS

- Experience with and knowledge of international/domestic startup ecosystems, impact investing, event management, volunteer management, and program evaluation
- Ability to think strategically and to analyze, interpret, and assess programmatic information
- Ability to work collaboratively and effectively with a large number of partner organizations and entrepreneurs
- Experience with managing teams and playing a facilitator role

POSITION DESCRIPTION – PROGRAM OFFICER

- Knowledge of the United Nations and the SDGs
- Excellent written and oral communication skills
- University degree or higher
- Fluency in both English and Korean is required
- Startup experience is a plus

PERSONAL CHARACTERISTICS

- High energy, results-oriented
- Ability to involve and motivate key stakeholders
- Self-starter
- Strong interpersonal skills
- Well-organized and thorough with close attention to detail and follow-through
- Works well in a small office environment and thrives in a multi-faceted, fast-paced environment
- Adaptive and flexible