

CITYNET SECONDMENT PROGRAMME GUIDELINES

Background

During the Eight Session of the Executive Committee Meeting which was held in Lyon, France on 05 -06 October 1995, CITYNET has established the Secondment Staff Programme. At that time, the Secretariat was facing a critical shortage of personnel thus, they proposed the Programme in order to increase the Secretariat to be able to effectively implement Rapid Response Activities for the benefits of the members as well as to support the increasing member/public relations and programme activities. The Secretariat serves as the backbone of the Network and a central body for all administration and coordination of CITYNET operations. After considerable deliberation, the members of the Executive Committee have decided to establish the Programme not only to also to encourage members' active and direct participation in the activities of CITYNET. Since then, with evaluating the effectiveness of the Programme at each year, the Executive Committee approved the continuation of the Secondment Staff Programme. A Secondment Staff will be a key person in charge of promoting CITYNET activities. The Secondment Staff Programme does not provide a ready-made training course, but features on-the-job learning at the Secretariat while increasing the human resource capacity of the CITYNET Secretariat.

Qualifications and Selection Procedures

Starting November or December of the year, the CITYNET Secretariat would sent out a Call for Nominations to its members for the Secondment Staff Programme for the following year.

For a candidate to be eligible, he must be a full-time permanent employee of a CITYNET member city or organisation and should be duly nominated by the head of the city/organisation. Other qualifications include the following:

- Preferably between 23-35 years of age;
- Be enthusiastic to develop and promote CITYNET activities;
- Interested in urban development issues and/or international cooperation;
- Willing to work in an international working environment;
- Fluent in both written and spoken English;

- Willing to work as a member of the CITYNET team;
- Be in good health, physically and mentally;
- Have at least three years working experience;
- Familiar with the Internet;
- Have a working knowledge of software relevant for the job such as Microsoft Office for Windows (MS Word, Excel, PowerPoint) and preferably Microsoft Access for Database;
- Holds a university degree preferably related to human settlements or other urban issues such as urban planning or international development; and
- Willing to live in Japan and adopt the new environment/be interested in Japanese society/culture.

Once the Secretariat has received all the application forms, nominees will then be screened to come up with a shortlist of candidates who would be scheduled for a written followed by an oral exam. During the examinations, applicants will be then screened based on their knowledge about urban issues, CITYNET activities and programmes, and their insights about living and working in Japan.

Duties and Responsibilities at the Secretariat

The Secondment Staff will undertake duties and responsibilities assigned by the Secretary-General/Assistant Secretary-General. In addition, he will:

Programme Activities

- Assist the Programme Director in the preparatory and follow-up activities of CITYNET, particularly on Rapid Response Activities;
- Support members in participating in various activities;
- Coordinate exchange visits under the scheme of Technical Cooperation among cities in Developing Countries (TCDC) Programme, and

- Assist in provision of services to members

Administrative Activities

- Assist the Executive Officer in preparing and implementing legislative meetings;
- Provide Secretariat services such as correspondence, preparing briefs for meetings, minutes and reports of proceedings of committees and of activities;
- Updating data of members and activities of the Network and dissemination of information to members; and
- Participate in promotional activities of CITYNET in Japan

The Secondment Staff will also have the opportunity to take part in the training programmes such as international conferences or training courses organised by CITYNET and/or partners especially those conducted in Japan. Likewise, the Secondment Staff can also have specific training programme upon his request concerning different fields and services of the City of Yokohama and other Japanese local governments.

List of Secondment Staff

Year	City/Organisation	Name of Secondment Staff and Designation during his Tenure
1996.6 - 1997.3	Bangkok	Ms. Urai Aramvongtragul Urban Planner, Urban Development Division
1997.6 - 1998.3	Bangkok	Mr. Kraisor Tipayajun Foreign Relations Officer, Foreign Affairs Division, Policy and Planning Department
1998.5 - 1999.3	Shanghai	Mr. Wang Feng Section Chief of Economic Cooperation Division, Shanghai Municipal Construction and Management Commission
1999.4 - 1999.12	Kathmandu	Mr. Shankar Raj Kandel Chief of Protocol and Liaison Secretariat
2000.4 - 2001.4	Bangkok	Mr. Jiraporn Thinpawat Foreign Relations Officer, International Affairs Division, Policy and Planning Department
2001.4 - 2002.3	Seoul	Mr. Shim Jae-Wook Urban Planning Division
2002.6 - 2003.3	Karachi	Mr. Mohammad Nazer Lakhani District Officer (Implementing and Coordination)

2003.7 - 2004.3	Muntinlupa	Ms. Angelica Martinez Cachuela Computer Operator II, Department of Human Resource Management
2004.4 - 2005.3	Makati	Mr. Anthony Xenon Walde Planning Officer IV, Urban Planning Division
2005.4 - 2006.3	AIILSG (All India Institute of Local Self-Government)	Mr. Gautam Kirtane Programme Officer
2006.4 - 2007.3	Banda Aceh	Ms. Desi Yusfriani Staff, Urban Development Division
2007.4 - 2007.7	MuAN (Municipal Association of Nepal)	Mr. Bimal Pokharel Urban Development Officer
2007.9 - 2008.3	Ho Chi Minh	Mr. Vu Tuan Dung Culture and Information Officer, Department of External Relations
2008.4 - 2009.3	Makati	Anna Rose Caro Planning Officer II, Urban Planning Division