

VACANCY NOTICE

Deadline for Application	: 19 March 2023 (Subject to extension depending on circumstances)
Functional Title	: Administration and Secretary Officer
Staff Category & Level	: General Service Level 1
Type of Appointment	: Fixed term
Duration of Appointment	: Two (2) years (<i>Renewable contingent on performance</i>)
Indicative Annual Gross Salary	: KRW 30,984,000 to KRW 36,602,000 (<i>To be decided after consultation</i>)
Eligible Nationality	: A national of the Republic of Korea or a non-Korean national with legal residence and work permits in Korea
Organizational Unit	: Operations and Resource Division, Asian Forest Cooperation Organization Secretariat
Duty Station	: Seoul, Republic of Korea (HQs)
Expected Date for Entry on Duty	: At the earliest possible date after mutual consultation

Organizational Setting

Asian Forest Cooperation Organization (AFoCO) is an inter-governmental organization currently embracing sixteen (16) countries in Asia. AFoCO aims to strengthen regional cooperation by transforming proven technology and policies into concrete actions in the context of sustainable forest management to address the impact of climate change.

The AFoCO Secretariat is inviting qualified candidates for the post of Administrative Secretary to enhance the Secretariat's capacity in fulfilling its functions and strengthening international forest cooperation in Asian region. The incumbent will be working in the Administration and Finance (AF) team under the Operations and Resource Division (ORD) which is responsible for resources management, administration and governance including partnership development. The AF team under ORD is responsible for human resources and operations management including executive and secretarial support for the senior management.

Duties and Responsibilities

Under the overall guidance of the Executive Director and direct supervision of the division director, or his designate of the Asian Forest Cooperation Organization Secretariat, the incumbent of this post will be mainly responsible for the following duties:



1. Executive and Secretarial Support

- Provide substantive and administrative support and assist the day-to-day work for the Executive Director and the Vice Executive Director;
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Supports the Executive Director in preparation of letters, remarks, articles and presentations relating to external and public relations of the Secretariat, and;

2. Operations Management

a. General Administration

- Assist administrative arrangements and logistics support for authorized travel, meetings, boards, committees, conferences, etc. and provide procurement of office supplies and materials as needed;
- As a primary contact point of the Secretariat, manage the contact email of AFoCO, responds or drafts responses to routine correspondence for the Executive Director as necessary

b. Budget and Financial Management

- Perform financial accounting for project funds (e.g. monitoring account and payment, preparation of budget performance submissions, statistical tables and standard financial reports, verification of receipt and accuracy of requisite documents, preparation of procurement document etc.), and;
- Monitors expenditures and compares with approved budget; prepares adjustments as necessary

c. Human Resources (HR) Management

- Follows up on actions related to administration and research on HR management activities (e.g. recruitment, relocation, promotion, performance appraisal, job classification reviews, separations, education and training etc.) ensuring consistency in the application of relevant regulations and procedures;
- Conduct public awareness campaign under the Let's Forest Initiative of the Secretariat

3. Other duties as assigned by the Director of the Operations and Resource Division

Requirements

1. Education

- First-level university degree is required. Major in business or public administration, human resources management, secretarial studies, international relations, Forestry or related discipline is desired.
- Additional training in office administration, office management, human resources management, or related field is an asset.



2. Work Experience

- Experience working with Enterprise Resource Planning (ERP) system or in an international organization is an asset.

3. Languages

- Fluent oral and written communication skills in English are required.
- Advanced level of multilingual skill other than English and mother tongue is an asset, especially for official languages spoken in any of the sixteen (16) member countries of AFoCO Agreement listed below:

Bhutan, Brunei Darussalam, Cambodia, Kazakhstan, Kyrgyzstan, Indonesia, Lao PDR, Malaysia, Mongolia, Myanmar, Philippines, Republic of Korea, Singapore, Thailand, Timor-Leste, and Viet Nam

Assessment Method

Evaluation of qualified candidates includes preliminary review of application documents which may be followed by competency-based oral interview in English.

Only shortlisted candidates will be notified on the result of the preliminary evaluation and subsequent schedule of the oral interview by email. If any changes occur, all the applicants will be informed beforehand by email.

How to Apply

Candidates whose qualifications and experience match the requirements for these positions may submit their application documents as listed below:

- 1) Personal history profile
(Submit a scanned copy with signature, using a form attached as **ANNEX-1**);
- 2) Personal statement
(Submit a scanned copy with signature, using a form attached as **ANNEX-2**);
- 3) Consent for Use of Personal Data
(Submit a scanned copy with signature, using a form attached as **ANNEX-3**);
- 4) Degree certificates of higher educational institutions (university and graduate level);
- 5) Military Service Information or Certificate (When applicable);
- 6) (Optional) Valid certificate of English proficiency or English language test score certificates.
- 7) (Optional) Any documents supporting the candidate's knowledge of a second language.



A speaking/reading fluency test may be arranged during the oral interview.

The Application documents should be submitted by email: recruit@afocosec.org.

The subject of the email must state as "Job Application_LAST NAME_First Name_2023-GS01-AF". All required documents must arrive no later than **17:00 in Korean Time (GMT+9) on 19 March 2023**.

Note: 1) *Applicants must provide complete and accurate information pertaining to their application documents. Application documents which have been submitted will not be returned, and admission may be revoked if the information on the required documents is deemed to be false. **No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted.***

2) *If the Secretariat fails to find qualified candidate through the evaluation process, the advertised posts may not be filled.*

3) *If the successful candidate cannot start working within one month after the date of appointment mutually agreed due to personal circumstances, the admission may be revoked.*

4) *The successful candidate will be subject to taxation applicable under the laws and regulations of the Republic of Korea.*

5) *The successful candidate will be covered by National Social Security and Insurance System in Korea, and Accident and Life Insurance of the Secretariat.*

6) *The successful candidate will be entitled to annual and other types of leave and shall observe the working hours of the Secretariat In accordance with the relevant regulations and guidelines of the Secretariat.*

Inquiries

If you have any other inquiries, please contact by email: recruit@afocosec.org.

