

VACANCY NOTICE

(Open Recruitment)

Functional Title	:	Assistant Program Officer
Staff Category & Level	:	Non-staff
Type of Appointment	:	Non-staff
Duration of Appointment	:	One (1) year (<i>Renewable contingent on performance</i>)
Indicative Annual Gross Salary	:	KRW 2,350,000 per month (<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	:	Planning and Operations Division, Asian Forest Cooperation Organization Secretariat
Duty Station	:	Seoul, Republic of Korea (HQs)

Organizational Setting

The Asian Forest Cooperation Organization (AFoCO) is an intergovernmental organization committed to strengthening regional forest cooperation and promoting sustainable forest management to address the impacts of climate change. AFoCO implements capacity-building programs, thematic and field-based projects, and innovative financing initiatives across its member countries.

AFoCO is seeking a highly motivated **Assistant Program Officer (APO)** to provide comprehensive operational, technical, and administrative support to the Capacity-Building & Evaluation (CE) Team and the Task Force (TF) Team on Blended Finance & Private Sector Engagement. This position will assist in delivering AFoCO's flagship initiatives, including capacity-building programs, thematic/field project implementation, blended finance and partnership development, and institutional knowledge management.

Duties and Responsibilities

Reporting to the Team Leader of the Capacity-Building and Evaluation Team, under overall supervision by the Director of the Planning and Operations Division, the incumbent will be responsible for assisting in the following tasks of the Secretariat:

1. Program & Project Support

- Provide day-to-day assistance in the planning, implementation, monitoring, and reporting of activities under CE and TF teams.
- Support preparation of concept notes, proposals, presentations, meeting materials, and project documentation.
- Assist in coordination of flagship initiatives such as the Asian Forest Living Lab, Forest Fire Management in Asia, etc.
- Compile, verify, and organize program and project data for informed decision-making.

2. Capacity-Building Support

- Support the development of public-facing reports, project highlights, and web content to promote AFoCO's achievements. Support organization of online and in-person training courses, workshops, and study tours, including logistics and participant management.
- Maintain program records, participant databases, and institutional archives.

3. Partnership & Resource Mobilization Support

- Support outreach and communications with partners, including drafting correspondence and coordinating meetings.
- Contribute to public-private partnership (PPP) initiatives through background research, documentation, and partner engagement.

4. Administrative & Logistical Support

- Arrange meeting schedules, prepare agendas, and draft minutes for both internal and partner meetings.
- Liaise with other AFoCO divisions to ensure smooth coordination of operational processes.

5. Other duties as assigned by the first reporting officer.

Requirements

1. Education

- Bachelor's degree or higher in Forestry, Environmental Science, International Development, Public Policy, Business Administration, or a related field.
- Master's degree in a relevant field is an asset.

2. Professional Experience

- Professional experience in relevant field will be an asset.
- Experience in intergovernmental, non-profit organizations, or international development environment will be an asset.

3. Languages

- Fluent oral and written communication skills in English are required.
- Fluent oral and written communication skills in Korean and/or Russian will be an asset.

Assessment Method

Evaluation of qualified candidates includes preliminary review of application documents and 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. The oral interview will be tentatively between 25 to 29 August. 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);

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_2025-APO-CE". All required documents must arrive no later than **17:00 in Korean Time (GMT+9) on 25 August 2025**.

- 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 nationals of the Republic of Korea are 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