

VACANCY NOTICE

(Open Recruitment)

Functional Title	: Program Officer (Blended Finance and Corporate Engagement)
Staff Category & Level	: Junior Professional Level 2 (JP-2)
Type of Appointment	: Fixed term
Duration of Appointment	: Two (2) years (<i>Renewable contingent on performance</i>)
Indicative Annual Gross Salary	: KRW 43,330,144 to KRW 48,529,624 (<i>To be decided after consultation</i>)
Eligible Nationality	: Nationals of AFoCO Parties (Bhutan, Brunei Darussalam, Cambodia, Indonesia, Kazakhstan, Kyrgyz Republic, Lao PDR, Mongolia, Myanmar, Philippines, Republic of Korea, Tajikistan, Thailand, Timor-Leste, and Viet Nam)
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), an intergovernmental organization dedicated to promoting sustainable forest management and climate resilience in Asia, is seeking a highly motivated Program Officer. We are looking for a professional who can help to deepen our work with the private sector (e.g., investors, corporations) by driving the development of data-driven impact strategies, public-private partnership models, derisking strategies to attract private capital, and innovative knowledge management initiatives that effectively codify these efforts for sharing across AFoCO's Member Countries. This is an exciting position at the intersection of international development, climate change, nature-based solutions, and private sector development with an impact focus.

Duties and Responsibilities

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

1. Public-Private Partnerships and Resource Mobilization through Blended Finance

- Identify and/or support existing efforts to engage with prospective partners to co-create impact-driven initiatives consistent with AFoCO's Blended Finance Strategy.
- Support the design and implementation of collaborative frameworks and funding proposals with aligned objectives.
- Contribute to the operationalization of blended finance mechanisms (e.g., catalytic funds, matching grants, and outcome-based financing). This includes, for example, conducting research, managing partnerships, supporting proposal development, as well as other related activities as agreed with AFoCO.
- Monitor and analyze emerging financing and fundraising trends to inform AFoCO's resource mobilization strategy and investment readiness.
- Build and manage relationships with public-private sector partners, impact funds, and regional networks and organizations to support sustainable forestry and climate action.
- Drafting concept notes, communication briefs, and outreach materials for donor engagement and visibility.

2. Impact Operations and Knowledge Management

- Support the integration of market-based mechanisms (e.g., Non-Timber Forest Products, carbon markets, Payments for Ecosystem Services) into funding proposals and collaborative frameworks, under the guidance of senior staff.
- Demonstrated awareness of emerging trends in market-based approaches for sustainable forest management and climate actions.
- Establish systems for collecting, analyzing, and disseminating data on project outcomes and institutional performance.
- Lead storytelling initiatives that integrate quantitative metrics and qualitative narratives to communicate AFoCO's impact.
- Facilitate the systematization and dissemination of best practices via case studies, publications, and online resources.
- Support the development of public-facing reports, project highlights, and web content to promote AFoCO's achievements.

3. Asian Forest Living Lab Initiative and R&D programs

- Lead the planning and implementation of AFoCO's research and development agenda, addressing emerging issues in sustainable forest management and climate resilience.
- Manage the **Asian Forest Living Lab**, as flagship initiatives, facilitating field-based experimentation, multi-stakeholder collaboration, and co-development of scalable solutions.
- Build partnerships with academia, research institutions, the private sector, and other innovation networks to support knowledge generation, talent development, and evidence-based decision-making.

4. Project Coordination

- Coordinating and managing relationships with internal and external stakeholders related to public-private partnerships and blended finance.

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

Requirements

1. Education

- Master's degree or PhD preferably in Forestry, Environmental Science, Data/Information Management, Public Policy, International Relations, Development Cooperation, MBA, or a related field

2. Professional Experience

- At least five (5) years of relevant professional experience for Master degree holder
- Experience in international organizations, development cooperation, private sector experience, such as corporate, investment, and/or management consulting roles, or environmental NGOs is highly desirable.
- Demonstrated experience or ability to support analysis and projects in market-based mechanisms
- Facility with business plans, financial projections, and financial modeling (preferred)
- Facility with firm and sector level analytical frameworks (preferred)
- Demonstrated ability in statistical imagination (communicating data persuasively) is preferred; along with experience in data management, knowledge systems, or storytelling for impact

- Ability to work effectively both independently and as part of a team in a fast-paced, entrepreneurial environment while exercising diplomacy, tact, and good judgement the context of an international organization
- Demonstrated experience or interest in nature-based solutions

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 fifteen (15) Parties of AFoCO Agreement listed below:

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

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-JP2-CE".

All required documents must arrive no later than **17:00 in Korean Time (GMT+9) on 20 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