

## VACANCY NOTICE

Deadline for Application	: 16 January 2025
Position / Level	: Junior Professional, Level 2 (JP-2)
Type of Appointment	: Fixed-Term
Duration of Appointment	: Two (2) years (Renewable contingent on performance)
Indicative Annual Salary	: USD 37,876
Eligibility	: Nationals of the Parties of AFoCO <i>(Bhutan, Brunei Darussalam, Cambodia, Indonesia, Kazakhstan, Kyrgyz Republic, Lao PDR, Mongolia, Myanmar, Philippines, Republic of Korea, Tajikistan, Thailand, Timor-Leste, and Viet Nam)</i>
Organization Unit	: Project & Program Division, Project Team 2 (Carbon Project) Asian Forest Cooperation Organization Secretariat
Duty Station	: Seoul, Republic of Korea
Expected Date for Entry on Duty	: 1 February 2025 (subject to mutual consultation)

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### Background and Organizational Setting

Asian Forest Cooperation Organization (AFoCO) is an inter-governmental organization currently embracing fifteen (15) Parties and two (2) Observer 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 seeking a qualified candidate for the post of **Junior Professional (JP-2)** to join Project Team 2 (Carbon Project) focused on the development and implementation of carbon projects aimed at fostering sustainable forest practices and reducing carbon emissions. The successful candidate will contribute to AFoCO's mission by supporting innovative carbon initiatives, strengthening partnerships with relevant stakeholders, and mobilizing resources to ensure the success of carbon-related projects.

### Duties and Responsibilities

Under the overall guidance of the Director of Project and Program Division and direct supervision of the Team Leader of Project Team 2 (Carbon Project), the incumbent will be responsible for the following duties:

#### 1. Project Analysis



- Conduct technical analysis of carbon removal and emission reduction potential.
- Perform site mapping and risk assessment using satellite imagery, GIS, and historical datasets.
- Collect and analyze baseline data on forest cover, biomass, and carbon potential.
- Review and align proposed projects with host countries' national policies (NDCs, REDD+, SDGs).
- Evaluate economic viability, including the profitability of carbon credits and potential socioeconomic benefits for local communities.

## **2. Project Design and Development**

- Conduct feasibility studies to assess technical, financial, and social viability of proposed projects.
- Facilitate the development of project concepts, proposals, and budgets in consultation with donors, investors, and AFoCO Member Countries.
- Develop detailed implementation plans, including deliverables, KPIs, and financial models.
- Establish benefit-sharing mechanisms and strategies to ensure project sustainability.

## **3. Project Implementation and Performance Management**

- Oversee the execution of project activities in alignment with agreed plans and objectives.
- Compile and manage periodic project progress and performance reports.
- Define project goals and KPIs to guide project performance and establish clear objectives, ensuring alignment with AFoCO Strategic Plan and Climate Action Plan.
- Collect and analyze data while conducting continuous monitoring and reporting to address challenges and assess outcomes.

## **4. Project Impact Dissemination**

- Develop clear communication strategies to effectively convey project impacts to stakeholders.
- Prepare and disseminate reports and visual materials showcasing project outcomes and impacts.
- Share achievements and lessons learned through workshops, conferences, and digital platforms.

## **5. Other relevant work assigned by the Team Leader of Project Team 2**



## Requirements

### 1. Education

- PhD preferably in Forestry, International Relations, Environmental Science, Public Policy, or a related field.

### 2. Working Experience

- Experience within international organizations, government bodies, or non-profit sectors is highly desirable.

### 3. Language

- Fluency in both English and Korean is required, with strong verbal and written communication skills.

## Assessment Method

Evaluation of qualified candidates includes preliminary review of application documents, 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 education institutions (university and graduate level);

The Application documents should be submitted by email: [recruit@afocosec.org](mailto:recruit@afocosec.org).

The subject of the email must state as "Job Application\_ LAST NAME\_ First Name\_ 2025-JP2".



All required documents must arrive no later than **17:00 in Korean Time (GMT+9) on 16 January 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](mailto:recruit@afocosec.org)

