

VACANCY NOTICE

(Open Recruitment)

Functional Title	: Assistant Program Officer
Staff Category & Level	: Non-staff
Type of Appointment	: Non-staff
Duration of Appointment	: One (1) years (<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	: Project and Program Division, Asian Forest Cooperation Organization Secretariat
Duty Station	: Seoul, Republic of Korea (HQs)

Organizational Setting

Asian Forest Cooperation Organization (AFoCO) is an inter-governmental organization currently embracing seventeen (17) 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.

AFoCO is seeking a highly motivated Assistant Program Officer (APO) to provide operational, technical, and administrative support to the Project Team 2 (Carbon Projects Team). The APO will assist in AFoCO's forest carbon initiatives through data and policy information collection, project documentation and technical inputs, coordination with implementing agencies, monitoring support, and outreach and dissemination activities. This position plays an essential role in supporting project development processes, strengthening project operations, and contributing to knowledge sharing across AFoCO's Member Countries.

Duties and Responsibilities

Reporting to the Team Leader of Project Team 2 and under the overall supervision of the Director of the Project and Program Division, the incumbent will be responsible for the following duties:

1. Data and Policy Information Collection

- Collect and organize policy documents, technical references, and institutional information related to forest carbon and climate policies of AFoCO Member Countries.
- Compile data relevant to project development, including forestry baselines, carbon-related national systems, and sectoral policy updates.
- Provide background research and mapping/GIS support as required by the Program Officer.

2. Support for Project Documentation and Policy Development

- Assist in preparing project-related documents, including concept notes, technical inputs, and policy briefs developed under the guidance of the Program Officer
- Support the consolidation and drafting of documents related to AFoCO's climate and forest carbon cooperation framework, procedures, and guidelines
- Contribute to the organization and maintenance of project files, data archives, and reference materials for internal use

3. Assistance in Project Operations and Coordination

- Support project coordination activities, including scheduling, communication with Implementing Agencies (IAs), and progress tracking
- Assist in project implementation and operational follow-up, including logistical arrangements for meetings, workshops, field visits, and consultations, as well as tracking related expenditures and administrative requirements.
- Contribute to project monitoring support by collecting field-level information and documenting implementation issues reported by IAs.

4. Outreach and Dissemination Support

- Assist in preparing outreach and promotional materials related to AFoCO's carbon policy and project initiatives.
- Support the dissemination of project outputs, success stories, and policy information to Member Countries and partner institutions.
- Participate in organizing workshops, seminars, or online events to share project outcomes and lessons learned.

5. Other Duties

- Perform other relevant tasks as assigned by the Team Leader

Requirements

1. Education

- Bachelor's degree or higher in Forestry, Environmental Science, International Development, Public Policy, or a related field.

2. Work Experience

- Professional experience in relevant field will be considered a strong asset.
- Experience in AFoCO carbon projects or related technical areas will be considered an advantage.

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 22 to 24 December. 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) Curriculum Vitae (use own template);
- 5) 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-PT2". All required documents must arrive no later than **17:00 in Korean Time (GMT+9) on 12 December 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