

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	: Planning and Operations 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 technical and administrative support for the organization's Strategic Plan. The APO will play a key role in managing AFoCO's CAMP platform, developing publications and advocacy materials, coordinating outreach and partnership initiatives, and supporting blended finance and private sector engagement activities.

Duties and Responsibilities

Under the overall guidance of the Executive Director and direct supervision of the division director, or his/her designate of the AFoCO Secretariat, the incumbent of this post will be mainly responsible for the following key duties:

1. CAMP Platform Operation and Management

- Establish, maintain, and update the CAMP website, ensuring functionality, user-friendliness, and alignment with AFoCO's objectives.
- Support data management and reporting through the platform to facilitate knowledge sharing and program evaluation.

2. Publication and Communication Support

- Assist in the design, development, and production of publications, including the Annual Report and brochures for partnerships and initiatives.
- Support development of outreach materials such as:
 - Webinar flyers
 - Company-led tree planting campaign materials
- Review and provide input on FAAF Newsletters to ensure content quality and consistency.

3. Advocacy and Promotional Materials Development

- Assist in creating and enhancing AFoCO advocacy materials, including PowerPoint presentations and promotional videos.
- Collaborate with staff to upload, organize, and manage media files in AFoCO's internal database

Requirements

1. Education

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

2. Work Experience

- Professional experience in relevant field will be an asset.
- Experience in international organizations, multilateral development banks, government bodies, research institutes, consulting firms, or non-profit sectors is highly desirable.

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-SPT".

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