

VACANCY NOTICE

(Open Recruitment)

Functional Title	: Program Officer
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	: 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.

The Project and Program Division is responsible for developing and formulating cooperative projects/programs and coordinating the implementation, monitoring and evaluation of the cooperative activities. In response to evolving global development needs, the division is also expanding its focus to include partnerships with the private sector, particularly through Corporate Social Responsibility (CSR), Environmental, Social and Governance (ESG) initiatives, and blended finance mechanisms, aiming to diversify funding sources and enhance the scale and effectiveness of AFoCO's work.

To strengthen its capacity to deliver high-impact forest cooperation initiatives, the AFoCO Secretariat is seeking highly motivated and results-oriented professionals to contribute to effective project development, implementation management, and results-based monitoring in alignment with the organization's strategic goals.

Duties and Responsibilities

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

1. Project Development & Inception Arrangements

- Identify and formulate project ideas aligned with AFoCO's strategic priorities, supported by background research and contextual analysis to ensure relevance and feasibility.
- Prepare project concept notes (PCNs), technical proposals, and funding applications in collaboration with member countries, technical experts, and donors.
- Coordinate project inception arrangements with Implementing Agencies (IAs), ensuring timely meetings, delivery of required templates and guidance, and proper documentation.

2. Public-Private Partnership Development and Blended Finance Mobilization

- Identify and assess opportunities to mobilize private sector financing through Public-Private Partnerships (PPPs), ESG/CSR initiatives, and blended finance mechanisms, strategically leveraging ODA resources to reduce investment risks, strengthen enabling conditions, and enhance project bankability.
- Develop tailored project concepts, technical proposals, and financing structures that integrate ODA-supported de-risking instruments (e.g., first-loss coverage, capacity support, technical assistance) and ensure alignment with AFoCO's strategic priorities, country contexts, and safeguard requirements.
- Support resource mobilization and partnership outreach, including the preparation of pitch materials and joint funding proposals for blended finance or results-based financing in collaboration with private sector partners and donor agencies.

3. Project Implementation Management and Monitoring

- Manage day-to-day implementation tasks for assigned projects, including partner coordination, activity tracking, budgeting, and meeting facilitation
- Ensure effective execution of project activities in close collaboration with IAs and partners, addressing challenges and ensuring compliance with timelines, budgets, and quality standards.
- Review and analyze progress reports (physical and financial) from IAs, aligned with the Project Implementation Plan (PIP) and related frameworks, and compile summaries for internal and donor use

- Coordinate on-site monitoring, data verification, and periodic reviews, contributing to results-based reporting and organizational learning
- Assist in updating project logframes, indicators, and reporting templates to reflect progress and adaptive management needs.

4. Project Communication and Visibility Support

- Develop communication materials such as impact stories, policy briefs, presentations, and multimedia content to showcase project achievements.
- Prepare and disseminate updates through AFoCO's website, newsletters, social media, and external forums.
- Organize and support stakeholder consultations, knowledge-sharing events, and public-private dialogues to enhance outreach and visibility.

5. Other relevant work assigned by the Executive Director

Requirements

1. Education

- Master's degree or PhD preferably in forestry, natural resource management, social science, international relations, development studies, or related discipline.
- Professional training in the areas of project planning, monitoring and evaluation, facilitation and/or coordination is also desirable.

2. Work Experience

- At least five (5) years of relevant professional experience for Master degree holder.
- Prior experience working with international organizations, regional bodies, or multilateral development institutions, particularly with demonstrated involvement in Public-Private Partnerships (PPPs), ESG/CSR-related cooperation, or blended finance projects, will be considered a strong asset.

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

4. Core Competencies

- Teamwork and Collaboration: Demonstrates the ability to work effectively in a diverse, multicultural, and multidisciplinary team environment.
- Integrity and Professionalism: Upholds the highest standards of ethics, responsibility, and accountability in all professional undertakings.
- Results Orientation: Proactively delivers tasks and outputs with efficiency and accuracy, meeting deadlines and managing time effectively with minimal supervision.

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-JP2-PT1". 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