

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	: 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.

The AFoCO Secretariat is seeking a qualified candidate for the post of Junior Professional (JP-2) to join Strategic Planning Team focused on the identifying, cultivating, and securing financial and technical resources from diverse partners, with a primary focus on developing fundable projects aligned with AFoCO's Strategic Plan (2024-2030).

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:

Asian Forest Cooperation Organization Secretariat

12th Floor, SIMPAC Byilding, Gukjegeumyung-ro 52, Yeongdeungpo-gu, Seoul 07330, Republic of Korea

Tel: +82-2-785-8971 Fax: +82-2-785-8970 Email: recruit@afocosec.org

1. AFoCO's Institutional Policy and Management

- Develop AFoCO's institutional-level policies and management frameworks, setting a clear strategic direction for the organization's growth and resource acquisition
- Develop, refine, and implement a comprehensive Resource Mobilization and Partnerships Strategy for AFoCO, in alignment with the Strategic Plan (2024-2030) and annual work plans
- Conduct and update systematic donor mapping and intelligence gathering, identifying emerging trends, priorities, and funding windows of bilateral and multilateral donors, international financial institutions, foundations, and the private sector

2. Institutional Partnership Management

- Cultivate and strengthen strategic partnerships with a diverse range of stakeholders, including government agencies, other international organizations, UN agencies, civil society organizations, research institutions, and the private sector
- Identify opportunities for joint programming, co-financing, and knowledge exchange with partners
- Represent AFoCO in relevant forums, workshops, and conferences to promote its work and explore partnership opportunities
- Develop and manage a partnership database, tracking engagement and collaboration with key partners.

3. Project Development and Implementation for Global Climate Fund

- Lead the conceptualization, design, and development of high-quality project proposals, concept notes, and funding requests that directly address AFoCO's Program Priority Areas (PPAs) and Cross-Cutting Themes (CCTs) by identifying funding opportunities and driving the entire project development cycle, with a particular focus on the Green Climate Fund (GCF), Global Environmental Facility (GEF), and other climate finance mechanisms
- Collaborate closely with technical experts within AFoCO and Member Countries to translate strategic priorities into compelling and fundable project ideas, ensuring alignment with GCF, GEF and other climate fund requirements
- For Secretary-led projects, fully or partly implement project activities and provide comprehensive project management
- Support and, where appropriate, lead the negotiation of funding agreements with donors, ensuring compliance with AFoCO's policies and procedures, particularly for large-scale climate finance project

Requirements

1. Education

- Master's degree or PhD preferably in forestry, environmental science, international relations, economics, finance, public policy

2. Work Experience

- At least five (5) years of relevant professional experience for Master degree holder
- Experience within 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-JP2-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