

## VACANCY NOTICE

### (Open Recruitment)

Functional Title	: Consultant
Staff Category & Level	: Non-staff
Type of Appointment	: Non-staff
Duration of Appointment	: One (1) year ( <i>Renewable contingent on performance</i> )
Indicative Annual Gross Salary	: KRW 3,000,000 per month ( <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.

AFoCO is seeking a highly motivated consultant to provide technical and operational support to Project Team 2 (Carbon Projects Team). The consultant will support the implementation and development of AFoCO's forest carbon-related projects through data and policy information collection, preparation of project documentation and technical inputs, coordination with implementing agencies and stakeholders, monitoring and reporting support, and outreach and dissemination activities.

The position plays a key supporting role in strengthening project operations, facilitating project development processes, and contributing to knowledge sharing across AFoCO's Member Countries.

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## 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. Acorn Project Development and Implementation

- Support the development and implementation of Acorn projects in Kyrgyzstan, Tajikistan, Kazakhstan, and other relevant member countries in accordance with the Acorn Manual and AFoCO guidelines.
- Assist in feasibility studies, including data collection, stakeholder consultations, and project site identification.
- Support preparation of project documentation, reports, and related technical inputs.
- Coordinate with National Focal Points (NFPs), implementing partners, and relevant stakeholders throughout project development and implementation stages.

### 2. Support to Ongoing AFoCO Projects in Kyrgyzstan

- Support monitoring and reporting of ongoing ODA projects, including coordination with Implementing Agencies and organization of Project Steering Committee (PSC) meetings.
- Assist in project development activities, including consultations, data collection, and proposal preparation.

### 3. Development of CAM, GCF, and Pollination Projects

- Support feasibility studies and preparation of documentation for Climate Asset Management, Green Climate Fund, and Pollination projects.
- Facilitate stakeholder coordination and alignment of project proposals with relevant frameworks and strategic priorities.

### 4. External Partnerships

- Support coordination and communication with external partners, including international financial institutions such as the European Bank for Reconstruction and Development (EBRD).
- Assist in preparation of project documentation and technical inputs required for partnership engagement.
- Facilitate information exchange between AFoCO, national stakeholders, and external partners as required.

### 5. Advocacy, Outreach and Knowledge Sharing

- Support organization of meetings, workshops, and consultations related to project activities.
- Contribute to preparation of communication materials and dissemination of project results.
- Participate in conferences and technical forums to promote AFoCO-supported initiatives.

### 6. Other Duties

- Perform other relevant tasks as assigned by the Team Leader.

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## Requirements

### 1. Education

- Bachelor's degree or higher in Forestry, Environmental Science, Natural Resource Management, Agriculture, International Development, Public Policy, Economics, Business Administration, Accounting, Finance, or a related field.
- Candidates with academic backgrounds in economics, business administration, accounting, or finance must demonstrate relevant professional experience in forest carbon projects, climate change, or international development

### 2. Work Experience

- At least 2-3 years of relevant professional experience in forest carbon projects, climate change, international development, or related fields is preferred.
- Experience in project development, implementation, or coordination, including data collection, stakeholder engagement, and reporting, is desirable.
- Experience in AFoCO projects, ODA projects, or similar international cooperation initiatives will be considered an advantage.
- Experience working with government agencies, international organizations, or development partners is an asset.

### 3. Languages

- Fluent oral and written communication skills in English are required.
- Fluent oral and written communication skills in Russian will be an asset.

## 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 15 to 16 April. 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](mailto:recruit@afocosec.org).

The subject of the email must state as "Job Application\_LAST NAME\_First Name\_2026-CONS-PT2".

All required documents must arrive no later than **17:00 in Korean Time (GMT+9) on 10 April 2026**.

- 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)