

VACANCY NOTICE

(Open Recruitment)

Functional Title	: Assistant Program Officer
Staff Category & Level	: Non-staff
Type of Appointment	: Non-staff
Duration of Appointment	: One (1) year
Indicative Annual Gross Salary	: KRW 2,433,000 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	: 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 Operations Division is responsible for Secretariat operation, Assembly relations, resources management, administration and governance including partnership development coordination. The Division is inviting qualified candidates for the Assistant Program Officer in charge of accounting support.

Duties and Responsibilities

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

1. Budget Monitoring and Reporting

- Regularly track and manage expenditures against allocated budget for Operational Cost and Project Budget
- Support the preparation of quarterly/year-end financial closing reports, including data gathering and document consolidation
- Operate budgeting system and support staff training on budget and expenditure related procedures

2. Accounting Operations and Transaction Processing

- Issue and manage donation receipts for partner entities
- Prepare and submit monthly tax reporting documentation
- Manage corporate credit card expenditures across divisions
- Support routine banking operations and transactions
- Organize supporting documents and support internal payment request procedures
- Maintain the ERP accounting system, enter accounting vouchers, and support disbursement management
- Support the preparation of documentation for external financial audits

3. Asset Inventory and Maintenance

- Manage organizational asset inventory register and records
- Implement maintenance of Secretariat assets and office equipment and routine inspections of secretariat asset conditions
- Support the formulation and updating of the asset inventory register
- Support regular physical asset inventory and audits
- Provide asset management support to overseas offices, RETCs, and project offices

4. Inter-Division Coordination and Archiving Legal Documents and Knowledge Sharing

- Support maintenance of the consolidated contract register
- Support preparation and organizing of inter-division project briefing sessions

Requirements

1. Education

- First-level university degree is required. Major in accounting, finance, business or public administration, international relations, forestry or related discipline is desired.

2. Work Experience

- Professional experience in relevant field will be an asset.
- Experience in intergovernmental, non-profit organizations, or international development environment will be an asset.

3. Languages

- Fluent oral and written communication skills in Korean is required.
- Fluency in English is preferred.

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 31 August. 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_2026-APO-OD". All required documents must arrive no later than **17:00 in Korean Time (GMT+9) on 24 August 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