

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	:	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 Planning and Operations Division is responsible for resources management, administration and governance including partnership development. The Division is inviting qualified candidates for the Assistant Program Officer for the Operations and Resource Team in charge of Human Resources Management 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. Administration of Staff Pay, Benefits and Welfare

- Update and maintain Human Resources files and databases including records related to employee benefits, employment status, grievances, performance reviews, and disciplinary actions
- Process personnel transactions relating to salary, benefits and social security schemes
- Implement and administer social security schemes, such as National Pension Program, National Health Insurance, the Employment Insurance, the Industrial Accident Compensation Insurance and other insurance services to compensate staff members for illness, injury, or death attributable to services

2. Administrative Operations and Human Resources Management Support

- Provide administrative support to human resource management such as processes related to recruitment, official travel and staff leaves
- Assist in organizing and managing new employee orientation, on-boarding, and training, retreat programs, etc.
- Provide administrative assistance to support the organization of meetings, workshops and other events
- Contribute to the conduct of Secretariat-led education and training programs
- Facilitate entry, exit, sojourn of foreign employees

3. Logistics Support and Management of Staff Attendance and Official Travel

- Facilitate implementation and compliance of up to date staff attendance, leave, and absence, and ensure alignment with organizational policies
- Facilitate maintenance of guidelines and procedures for staggered working and overtime working applications, and monitor compliance of staffs
- Provide input on travel cost optimization, travel security, and travel policy updates
- Review travel expense requests and process expenditure requests

Requirements

1. Education

- First-level university degree is required. Major in business or public administration, human resources management, secretarial studies, international relations, Forestry or related discipline is desired.
- Additional training in office administration, office management, human resources management, or related field is an asset.

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 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.

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-ORT".

- 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