

## VACANCY NOTICE

Deadline for Application	: 5 July 2026
Position / Level	: Assistant Executive Director / Professional Level 5
Type of Appointment	: Fixed-Term
Duration of Appointment	: Two (2) years ( <i>Renewable contingent on performance</i> )
Indicative Annual Gross Salary	: KRW 127,236,000 to KRW 143,412,000 ( <i>To be decided after assessment</i> )
Eligible Nationality	: Nationals of AFoCO Parties (Bhutan, Brunei Darussalam, Cambodia, Indonesia, Kazakhstan, Kyrgyz Republic, Lao PDR, Mongolia, Myanmar, Philippines, Tajikistan, Thailand, Timor-Leste, and Viet Nam)
Organizational Unit	: Asian Forest Cooperation Organization Secretariat
Duty Station	: Seoul, Republic of Korea (HQs)
Expected Date for Entry on Duty	: 1 August 2026

### 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 inviting qualified candidates for the post of Assistant Executive Director to enhance the Secretariat's capacity in fulfilling its functions and strengthening international forest cooperation in the Asian region. To fulfill its mandate, Assistant Executive Director's work mainly focuses on the development and formulation of cooperation project with the member Parties and assistance in the implementation, monitoring and evaluation of the projects.

### Duties and Responsibilities

Under the overall guidance of the Executive Director of the Asian Forest Cooperation Organization, the incumbent of this post will be responsible for the following duties:

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#### Asian Forest Cooperation Organization Secretariat

12<sup>th</sup> Floor, SIMPAC Byilding, Gukjejeumyung-ro 52, Yeongdeungpo-gu, Seoul 07330, Republic of Korea

Tel: +82-2-785-8971 Fax: +82-2-785-8970 Email: [recruit@afocosec.org](mailto:recruit@afocosec.org)

- Undertakes and supervises the programmatic, administrative, and managerial tasks necessary for the functioning of the Policy Division, Development Cooperation Division, and the Special Project Unit(s) in a timely fashion and coordinates activities undertaken by the Divisions with other divisions of the Secretariat, as appropriate;
- Leads policy coordination for project implementation and oversees both organizational and project-level evaluations. Provides guidance on capacity building programs and knowledge management of AFoCO;
- Oversees development and formulation of the AFoCO Regular Projects in line with the organizational strategic framework, and coordinates activities related to project implementation monitoring, and evaluation to enhance efficiency in the delivery of project activities and to ensure the successful achievement of project goals and sustainability;
- Provides guidance on development and management of project-related manuals, guidelines, regulations, and policies to communicate a standardized project formulation and implementation processes with relevant stakeholders, such as the national focal officials, project implementers, consultants, suppliers of goods and services, etc.;
- Provides policy advice and technical assistance to the Executive Director and the Vice Executive Director of the Secretariat in the decision-making process for the project-related policies, strategies and priorities;
- Support outreach and resource mobilization activities to diversify funding mechanisms of the organization for project development and implementation; disseminates outcomes and achievements of project activities;
- Provides substantive support to the Executive Director in arrangements for sessions of the Assembly and other consultative meetings including the preparation of agenda topics, necessary documents and presentations, identification of participants, etc.;
- Undertakes other duties as may be assigned by the Executive Director

## Requirements

### 1. Education

- Advanced university degree (Masters) preferably in forestry, environmental science, international relations, development policy, or related discipline. A first-level university degree (Bachelor's degree or equivalent degree) recognized by the Secretariat in combination with two (2) additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- Ph.D. degree preferably in the related discipline is an asset.

## 2. Work Experience

- At least fifteen (15) years of professional working experience dealing with forestry, natural resources management, environment, climate-related issues, international cooperation or related fields including minimum of five (5) years of demonstrated experience in leading a multi-disciplinary team with supervisory function is required.
- Professional working experience in project or program development and management, preferably at the international level, including resources mobilization is desirable.

## 3. Languages

- Fluent oral and written communication skills in English are required.

## 4. Others

- Recommendation of the Minister responsible for forestry sector (AFoCO matters) is required.

### **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. 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);
- 6) Recommendation letter of the Minister.

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-AED01".

All required documents must arrive no later than **17:00 in Korean Time (GMT+9) on 5 July 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)