VACANCY NOTICE

Publication/Transmission Date : 09 July 2021
Deadline for Application : 19 July 2021
Job Title : Team Assistant for Management & Administration
Type of Appointment : Local Non-staff Personnel
Type of Requisition : Personal Services Agreement
Duration of Appointment : One (1) year with possibility for extension
Indicative Annual Gross Salary : KRW 23,400,000 to KRW 30,501,120
(To be decided after consultation)
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 Budget Division,
Asian Forest Cooperation Organization Secretariat
Duty Station : Seoul, Republic of Korea (HQs)
Expected Date for Entry on Duty : At the earliest possible date after mutual consultation

Background (Organizational Setting)

Asian Forest Cooperation Organization (AFoCO) is an inter-governmental organization
currently embracing fifteen (15) 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 Team Assistant for
Management & Administration to enhance the Secretariat’s capacity in fulfilling its functions
and strengthening international forest cooperation in Asian region. The Team Assistant for
Management & Administration will be working in the General Service (GS) team under the
Planning and Budget division (PBD) which is responsible for strategic planning, governance
and administration. The GS team under PBD is responsible for human resources and operations
management including executive and secretarial support for the senior management.

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 responsible for the following duties:
1. Operations Management Support
   
a. General Administration
   • Assist in research, compile and organize information and reference materials from various sources for use in preparation of team reports, work plans, briefings, meetings/conferences, etc.;
   • Assist in organizing and coordinating administrative arrangements and logistics support for meetings, boards, committees, conferences, etc.;
   • As a primary contact point of the Secretariat, manage the AFoCO contact email account, responds or drafts responses to routine correspondence and other communications, and as necessary, refers inquiries to appropriate personnel for handling;
   • Maintain and update inventory records of office assets; assist in identification of office technology needs and maintenance of equipment;
   • Provide assistance for financial administration (e.g. preparation of budget performance submissions, statistical tables and standard financial reports, verification of receipt and accuracy of requisite documents, preparation of procurement document etc.)

b. Human Resources (HR) Management
   • Assist in research on a range of HR related issues for assisting the development and improvement of HR policies, procedures, and processes;
   • Assist in the filling of posts, including initiating and following-up on reference checks and academic verifications, ensuring the completion of the pre-recruitment formalities;
   • Assist in the review of entitlements-related staff claims and reports and advise staff on entitlements and benefits as and when required;
   • Assist in timely arrangement of visas, residential permits, identity cards for international staff and experts on mission

c. Program Support
   • Assist in onboarding matters and settlement-related issues for invitees under the AFoCO Fellowship Program;
   • Assist in organizing study visit programs for Fellowship Officials;
   • Assist in the implementation and management of the AFoCO Landmark Scholarship Program (e.g. application management, coordination of evaluation committee, annual certification meeting etc.)

2. Executive and Secretarial Support
   • Provide substantive and administrative support and assist the day-to-day work for the Executive Director and the Vice Executive Director;
   • Supports the Executive Director in preparation of presentations, letters, remarks, articles and presentations relating to external and public relations of the Secretariat

3. Other duties as assigned by the Director of the Planning & Budget Division
Requirements

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

2. Work Experience
   - Experience working with Enterprise Resource Planning (ERP) system or in an international organization is an asset.

3. Languages
   - Fluency in English and Korean (oral and written) is required. Minimum requirement for English proficiency test score is 830 for TOEIC, 96 for TOEFL and 7 for IELTS overall band score. The applicants those who have resided and studied at an educational institution in an English-speaking country will be waived of aforementioned requirement for the English proficiency test score.
   - 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) member countries of AFoCO Agreement listed below: Bhutan, Brunei Darussalam, Cambodia, Kazakhstan, Indonesia, Lao PDR, Malaysia, Mongolia, Myanmar, Philippines, Republic of Korea, Singapore, Thailand, Timor-Leste, and Viet Nam

Assessment Method

Evaluation of qualified candidates includes preliminary review of application documents which may be followed by competency-based oral interview in English.

Only shortlisted candidates will be notified on the result of the preliminary evaluation and detailed schedule of the subsequent oral interview which is tentatively arranged for 23 July 2021 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) Degree certificates of higher educational institutions (university and graduate level);

5) Applicable English language test score certificates (TOEIC, TOEFL, or IELTS). For the applicants who are waived to submit English language test score, immigration records or other relevant supporting documents should be submitted;

6) Military Service Information or Certificate (When applicable);

7) (Optional) Any documents supporting the candidate’s knowledge of a second language.
   A speaking/reading fluency test may be arranged during the oral interview.

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_2021-GSTA01". All required documents must arrive no later than 17:00 in Korean Time (GMT+9) on 19 July 2021.

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 successful candidate will be 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.

-----------