

VACANCY NOTICE

Deadline for Application	: 26 December 2021
Position / Level	: Program Officer for Planning and Coordination / Professional Level 1
Type of Appointment	: Fixed-Term
Duration of Appointment	: Two (2) years (<i>Renewable contingent on performance</i>)
Indicative Annual Salary	: USD 43,371 to 48,575 (<i>To be decided after consultation</i>)
Eligible Nationality	: Nationals of the Parties of the AFoCO Agreement at the time of application deadline: <i>Bhutan, Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Mongolia, Myanmar, Philippines, Kazakhstan, Republic of Korea, Thailand, Timor-Leste, and Viet Nam</i>
Organization Unit	: Planning and Budget Division Asian Forest Cooperation Organization Secretariat
Duty Station	: Seoul, Republic of Korea
Expected Date for Entry on Duty	: At the earliest possible date after mutual consultation

Background and Organizational Setting

Asian Forest Cooperation Organization (AFoCO) is an inter-governmental organization currently embracing thirteen (13) Parties and three (3) observer 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 Program Officer for Planning and Coordination to enhance the Secretariat's capacity in fulfilling its functions and strengthening international forest cooperation in Asian region. The Program Officer for Planning and Coordination will be working in the Strategy and Outreach (SO) team under the Planning and Budget division (PBD) which is responsible for strategic planning, governance and administration.

Duties and Responsibilities

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



- Coordinate in development of organizational framework and strategies, such as vision and mission statement, mid-term strategic plan and its corresponding plan of actions, strategies towards emerging issues or concerns, strategic baselining analysis (including country profiling and policy archiving), etc., monitor the implementation progress and impact of organizational strategic frameworks
- Communicate strategic directions and organizational policies with internal/external stakeholders, provide analytical support to the Executive Director on issues related to international policy processes related to forestry
- Organize ‘Annual Thematic Dialogue’ in conjunction with regular sessions of the Assembly and manage and archive the results accordingly, support Assembly coordination function in developing agenda for the sessions of the Assembly
- Identify and track emerging opportunities through the institutional funding strategy and action plan, coordinate resource mobilization and relevant partnership development activities along AFoCO’s strategic objectives
- Organize donors meeting with institutional resource partners to solicit their contributions
- Establish and maintain relationships with key contacts in strategic partner organizations, develop ideas and projects for formal collaboration with targeted strategic partners
- Represent the organization at relevant networks, workshops, seminars and policy events and provide substantive inputs for such external meetings where relevant and appropriate
- Coordinate in the preparation of annual work plan and budget proposal to the AFoCO Assembly for its due consideration and approval, coordinate the monitoring and review of the implementation of the approved annual work plan and budget
- Assist streamlining the work of AFoCO and setting priorities to efficiently allocate resources for the achievement of intended outcomes/results as per the organizational strategic framework
- Undertakes other duties as may be assigned by the Executive Director

Requirements

1. Education

- Advanced university degree (Master’s degree or equivalent) preferably in forestry, social science, political science, international relations, development studies or related discipline. A first-level university 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.
- Professional training in the areas of planning, monitoring and evaluation, facilitation and/or coordination would be an advantage.



2. Working Experience

- Professional working experience is not required, however experiences in strategic planning process, program management and policy development at a strategic level as well as facilitating and coordinating multistakeholder processes are desirable.
- Knowledge and skills required for a range of issues related to Land Use, Land-Use Change and Forestry (LULUCF) sector under the UNFCCC is an asset.

3. Language

- Excellent oral and written communication skills in English is required. Minimum requirement for English proficiency test score is 920 for TOEIC, 105 for TOEFL and 7.5~8 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 sixteen (16) member countries (Parties & Observers*) of AFoCO Agreement listed below:

4. Others

- A national of one of the Parties* to the AFoCO Agreement as at the time of application deadline who has no difficulties and limitations on their ability to perform duties in the duty station assigned during their appointment period.

* - Parties: *Bhutan, Brunei Darussalam, Cambodia, Kazakhstan, Indonesia, Lao PDR, Mongolia, Myanmar, Philippines, Republic of Korea, Thailand, Timor-Leste, and Viet Nam*

- Observers: *Kyrgyzstan, Malaysia, and Singapore*

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 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 this position 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 education institutions (university and graduate level);
- 5) Applicable English language test score certificates (TOEIC, TOEFL, or IELTS, If any);
- 6) Military Service Certificate (only for Korean male applicants);
- 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_2022-P01". All required documents must arrive no later than **17:00 in Korean Time (GMT+9) on 26 December 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 may 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.

