

**VACANCY NOTICE**

Deadline for Application	: 10 May 2024
Position / Level	: Director / Professional Level 4
Type of Appointment	: Fixed-Term
Duration of Appointment	: Two (2) years ( <i>Renewable contingent on performance</i> )
Indicative Annual Salary	: USD 88,351 to 100,529 ( <i>To be decided after assessment</i> )
Eligibility	: Government official of Korea Forest Service
Organization Unit	: Planning and Operations 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

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**Background and Organizational Setting**

Asian Forest Cooperation Organization (AFoCO) is an inter-governmental organization currently embracing thirteen (14) Parties and two (2) 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 **Director of the Planning and Operations Division** to enhance the Secretariat's capacity in fulfilling its functions and strengthening international forest cooperation in the Asian region. To fulfill its mandate, the Planning and Operations Division is responsible for strategic planning, governance, partnership development and administration including human resources and financial management of the Secretariat.

**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:

- Undertake and supervise the programmatic, administrative, and managerial tasks necessary for the functioning of the Planning and Operations Division in a timely fashion; coordinate activities undertaken by the Division with other divisions of the Secretariat, as appropriate;



- Overall management for the development of strategic plan of AFoCO prepare strategic inputs and provide guidance on the draft recommendations to facilitate decision-making by the management.
- Ensure proper regulations and relevant guidelines, policies and procedures concerning the division are in place and implemented for the operation of the Secretariat, particularly on staffing and financial matters, as well as matters associated with the hosting of the Secretariat in Seoul;
- Provides overall guidance, support and oversight for the effective management of staffing, and financial matters, logistics, procurement and technologies, taking the lead in securing the required resources for the successful operation of the Secretariat;
- Carry out managerial responsibilities relating to compliance with administrative requirements, budgeting, human resources and facilities management; provide advisory services Organization-wide on interpretation and application of policies, regulations and guidelines related to human resources and financial management as well as other administrative matters;
- Provide substantive support to the Executive Director in arrangements for the sessions of the Assembly and other consultative meetings including the preparation of agenda topics, necessary documents and presentations, and identification of participants, etc.;
- Provide overall guidance and support for institutional communications including official website to ensure the delivery of coordinated information and messages taking into account organizational strategic framework;
- Lead, coordinate and direct negotiations of legal agreements and/or arrangements for donors and partners relations to ensure effective outreach and resource mobilization; effectively coordinate and liaise with domestic agencies including the government of the host country to support the operation of the Secretariat;
- Provides policy advice and technical assistance to the senior management of the Secretariat in developing 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 including AFoCO Forest Carbon Partnership Strategy and relevant pilot models and strategic baselining analysis;
- Ensure that the divisions under the purview of Secretariat are with clear operating procedures and working relations; develop and maintain office protocol and code of conducts;
- Undertakes other duties as may be assigned by the Executive Director



## Requirements

### 1. Education

- Advanced university degree (Master's degree or equivalent degree) preferably in forestry, business or public administration, human resources management, international relations, or related discipline.
- Ph.D. university degree preferably in the related discipline is an asset.

### 2. Working Experience

- At least ten (10) years of professional working experience in strategy development, policy development, program development/management, human resources management, business or public administration, or a related field at a government agency, or an international agency dealing with forestry issues, international cooperation or related issues is required.

### 3. Language

- Excellent oral and written communication skills in English and in Korean is required.

### 4. Others

- Recommendation from the Minister of Korea Forest Service

## 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 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 education institutions (university and graduate level);
- 5) Recommendation letter of the Minister of Korea Forest Service.

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\_2024-D01". All required documents must arrive no later than **17:00 in Korean Time (GMT+9) on 10 May 2024**.

**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 six weeks 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)

