

VACANCY NOTICE

Deadline for Application	: 19 March 2023 (Subject to extension depending on circumstances)
Functional Title	: Implementation and Monitoring Officer
Staff Category & Level	: General Service Level 1
Type of Appointment	: Fixed term
Duration of Appointment	: Two (2) years (<i>Renewable contingent on performance</i>)
Indicative Annual Gross Salary	: KRW 30,984,000 to KRW 36,602,000 (<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	: Project and Program 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

Organizational Setting

Asian Forest Cooperation Organization (AFoCO) is an inter-governmental organization currently embracing sixteen (16) 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 Implementation and Monitoring to enhance the Secretariat's capacity in fulfilling its functions and strengthening international forest cooperation in Asian region. The incumbent will be working in the Project Management (PM) team under the Project and Program Division (PPD) which is responsible for developing and formulating cooperative projects/programs and coordinating the implementation, monitoring and evaluation of the cooperative activities. The PM team under PPD is responsible for project coordination and management including project advocacy.

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. Inception and Implementation Arrangements based on the Project Manual and relevant guidelines

- Communicate/coordinate delivery of project inception and implementation requirements and procedures with respective Implementing Agencies (IA)
- Facilitate the conduct and documentation of Project Inception Meetings with the IAs, review and compile the Record of Discussion on the said meetings
- Conduct initial review on pertinent project related documents, e.g. MOU, project documents and PIP matrix, etc.

2. Project Management and Monitoring

- Review and compile the project regular reports (physical and financial) and other related documents submitted from the IA
- Facilitate the transfer project budget based on the outcome of the Secretariat review and recommendation and approved Annual Work and Budget Plan
- Initiate the drafting and preparation of the annual project analysis reports
- Review regular project accomplishment reports based on the Project Implementation Plan (PIP) matrix and other relevant references
- Facilitate the conduct and documentation of Project Steering Committee Meetings
- Participate in field validation and monitoring activities, as and when required
 - Facilitate the submission and documentation of lessons learned and project milestones

3. Project Advocacy and Information Management

- Work with Program Officer for Project Management to develop an annual plan for project advocacy
- Initiate/coordinate development of project-related publications and activities together with IAs and relevant staff members for uploading/dissemination in AFoCO websites, social networking services and other events
- Prepare, maintain and update electronic files and internal databases for on-going, completed projects and projects under inception arrangements;
- Support the preparation of project-related reports in Korean translation to update the projects progress and fund execution to the Korean government

4. Perform other duties as assigned by the Executive Director

Requirements

1. Education

- First-level university degree preferably in forestry, environment, international development, international relations, sustainable development, project management or related discipline is required.



2. Work Experience

- Experience working in program or project administration, technical cooperation including financial and budgetary assistance is desirable.
- Experience in other technical cooperation activities, including organization of international workshops, meetings and training seminars/study tours is 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 sixteen (16) member countries of AFoCO Agreement listed below:

Bhutan, Brunei Darussalam, Cambodia, Kazakhstan, Kyrgyzstan, 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 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 educational institutions (university and graduate level);
- 5) Military Service Information or Certificate (When applicable);
- 6) (Optional) Valid certificate of English proficiency or English language test score certificates.



- 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_2023-GS01-PM". All required documents must arrive no later than **17:00 in Korean Time (GMT+9) on 19 March 2023**.

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.

