

## **National Democratic Institute for International Affairs (NDI) Seoul, South Korea**

### **Vacancy Announcement: Project Officer**

#### **JOB DESCRIPTION**

Founded in 1983, the National Democratic Institute for International Affairs (NDI) is a nonprofit, nonpartisan organization working to strengthen and expand democracy worldwide. NDI works with democrats and democratic institutions in every region of the world to build political and civic organizations, safeguard elections and promote citizen participation, openness and accountability in government. Headquartered in Washington, D.C., NDI maintains offices in over 70 countries on five continents. NDI Korea implements programs designed to strengthen the capacity of activists and civil society organizations in South Korea advocating for human rights and democracy in North Korea through activities such as consultations, assessments, training workshops and inter-group forums.

NDI Korea seeks committed and qualified candidates for the position of Project Officer to perform tasks for programs managed by the NDI Korea office and team.

The position reports to the NDI Korea country representative. To perform this job successfully, an individual must be able to conduct each essential duty and possess the required skill set and experience. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Support the Seoul-based team in coordination with the DC-based Asia Team in developing program concepts for proposals and program objectives that reflect broader institutional strategies;
- Anticipate programmatic administrative needs and take appropriate action; and monitor and measure program performance, timing and results in coordination with the M&E Officer;
- Draft reports and other materials with some editing, direction and substance guidance; and draft sections of work plans and proposals in coordination with the NDI Korea and Asia teams;
- Monitor budgets, grants and reconciliations; and allowable costs according to internal and donor restrictions;
- Assist with subgrants management, including implementation and documentation of subgrants to local civil society organizations as well as communicating with subgrantees to clarify questions and troubleshoot reporting issues;
- Provide support for workshops and meetings; recruit and brief international trainers and volunteers; and develop a network of potential partners and relevant stakeholders;
- Act as liaison with non-governmental organizations (NGOs) based in South Korea; formulate funding ideas; and pursue potential funding sources for partner organizations;
- Translate materials and interpret for meetings from English to Korean and vice versa, as needed;
- Performs other tasks that arise based on the needs of program and supervisor.

## EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in international relations, political science or a related area. A graduate degree is preferred.
- Minimum of one (1) years of relevant work experience in international development, community organizing, political campaigns, organizational development or legislative affairs.
- Additional years of relevant work experience may be substituted for educational requirements on a one-for-one basis.

## REQUIRED SKILLS AND ABILITIES

- Experience in supporting international development programs funded by the US and other donor governments preferred;
- Knowledge of human rights issues particularly in the context of North Korea;
- Must have strong writing skills; and the ability to introduce new concepts.
- High level of interpersonal skills and cultural sensitivity to effectively interact with all levels of staff and foreign government personnel, members of donor organizations, funders and policy makers;
- Must be proficient in managing data in Microsoft Excel and Access and other types of databases; as well as creating charts, graphs and other visual presentations in PowerPoint and other related software;
- Ability to manage multiple tasks simultaneously;
- Ability to work independently and with as part of a team in a fast-paced office;
- High level of attention to details in all aspects of work responsibilities;
- Experience with Google Apps (Gmail, Calendar, Google Drive, G+, etc.) strongly required; and
- Excellent oral and written communication skills in English and Korean language required.

## OTHERS

- A successful candidate should be bilingual in English and Korean
- Candidates must be legally eligible to work in South Korea without visa or relocation support.
- The position is full-time and based in Seoul and the anticipated start date will be on October 23, 2023.
- Annual Salary range: KRW 41,000,000 - 44,000,000

Interested candidates should send a CV and letter of interest to [NDISeoul@ndi.org](mailto:NDISeoul@ndi.org) by **Wednesday 6 p.m. September 27, 2023**. Late applications will not be accepted and only short-listed candidates will be contacted for an interview.