

## [Job Posting] Assistant Officer(TIU)

The ASEAN-Korea Centre is seeking an Assistant Officer of Korean and ASEAN nationality with proven experience to assist the planning, coordination and implementation of programs under Trade and Investment Unit (TIU) of the ASEAN-Korea Centre.

*\* Trade and Investment Unit (TIU) programs are aimed to expand trade between ASEAN and Korea, to promote Korean investment in ASEAN Member States and to support capacity-building and technology development of the business sector of ASEAN.*

### **About the Organization**

The ASEAN-Korea Centre (AKC) is an Intergovernmental Organization mandated to promote economic and socio-cultural cooperation between Korea and the 10 ASEAN Member States. With a vision to build a lasting and genuine partnership between ASEAN and Korea, the programs of the AKC are geared towards increasing trade, promoting investment, invigorating tourism and expanding culture and people-to-people exchanges. The Centre is located in Seoul and the main language of operation is English and Korean. For more information, please visit our website (<https://www.aseankorea.org>).

### **Job Description and Qualifications**

#### (1) Job Description

Position	Duties and responsibilities	Expected start date
Assistant Officer (Trade and Investment Unit)	<ul style="list-style-type: none"><li>• Devise and implement trade and investment related programs</li><li>• Support communication with relevant organizations, stakeholders, etc.</li><li>• Research and monitor recent trade and investment trends and data</li><li>• Support logistics and other related administrative duties</li></ul>	October 2023

#### (2) Qualifications

- Bachelor's or Master's degree from an accredited academic institution
- Relevant experience in public diplomacy or related field in international (inter-governmental) organizations, national/international institutions, government organizations and/or private companies is preferred.
- Fluent communication skills in both English and Korean
- Should follow under Article 33 of the Public Officials Act and not be disqualified from overseas travel.

### **Employment Conditions**

- Fixed term contract of 1 year
  - \* Contract may be extended after one year following review of work performance, etc.
  - \* Probation period: 3 months

- Gross Salary per annum: KRW 38,000,000 and above
  - \* *The above salary includes lunch and transportation allowance.*
- Benefits: 4 Major insurances, Club activity, etc.
- Starting Date: October 2023
- Working Hours: 09:00-18:00, Lunch hour: 12:00-13:00
- Location: 8th fl., 124, Sejong-daero, Jung-gu, Seoul, Republic of Korea 04520

### **Selection Process**

The recruitment process will be as follows:

- 1st round: Document review
- 2<sup>nd</sup> round: On-site English writing test and Interview
- Final result: The final result will be notified individually to the selected candidates.
  - \* *There will be a Health Screening process for the final candidate before the start date.*

### **How to Apply**

- All applications will be received on-line via <http://aseankorea.saramin.co.kr>
- Application Deadline: 6 October 2023, 11:00
  - \* *Applicants are fully responsible for the contents of their applications and may be disadvantaged if there are incorrect information/errors and omissions in the application.*
- For further inquiries, please contact: [recruit@aseankorea.org](mailto:recruit@aseankorea.org)

### **Additional Information**

- In the event of discovery of incorrect information/error and/or cheating in the application form and interview, the relevant applicant will be disqualified. In the event the discovery of such grounds for disqualification occurs after the results have been announced, the Centre will withdraw its final offer.
- For any cancellation of acceptance or disqualification for employment, the next highest scoring applicant may be considered for employment.
- If, after the recruitment process, there is no suitable applicant, the Centre may decide not to make any employment offers and re-start the recruitment process.

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