

[Job Posting] Assistant Officer

The ASEAN-Korea Centre is currently seeking an **Assistant Officer** of ASEAN and Korean nationality with proven experience to organize and implement the programs of the ASEAN-Korea Centre (AKC).

ASEAN-Korea Centre

The ASEAN Korea Centre is an intergovernmental organization established with the aim to promote economic and socio-cultural exchanges among Korea and the ten ASEAN member states. AKC implements various projects to promote mutual understanding and cooperation between the two regions through increasing trade volume, investment promotion, invigorating tourism and cultural exchange.

Please visit our website (<https://www.aseankorea.org>) for more information on our Centre's projects and detailed of the organization.

Job Description and Qualifications

(1) Job Description

Position	Duties and responsibilities	Expected start date
Assistant Officer of Information and Data Unit (IDU)	<ul style="list-style-type: none">• Implement activities under People-to-People/Academic Exchanges programs• Organize and coordinate on/offline youth and academic events• Implement and coordinate ASEAN Hall visit programs (ASEAN School Tour, Youth Visit)• Conduct research on recent ASEAN, ASEAN-Korea related trends, issues, and data• Implement and support any other general affairs and/or administrative works of the unit	February 2024

(2) Qualifications

- Bachelor's or Master's degree from an accredited academic institution
- Relevant experience in research projects, community outreach, public diplomacy or related field in public or private research institutions/agencies or government organizations is preferred.
- Fluent communication skills in both English and Korean.
- Proficiency in MS office and graphic design skills are preferred.
- 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 based on the 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.*
 - * *Salary will be determined in accordance with the proven academic and working experience of the candidate upon signing of the contract.*
- Benefits: 4 Major insurances, Club activity, etc.
- Starting Date: February 2024
- 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

- * *Results of each round will be informed to the concerned candidate(s) individually.*
- 1st round: Document review
 - * *Indication of an English proficiency score, officially certified with validity, is mandatory.*
- 2nd round: On-site English writing test and Interview
- 3rd round: Health screening (only for those who have passed the 1st and 2nd round of the selection process)

How to Apply

- All applications will be received on-line via <http://aseankorea.saramin.co.kr>
- Application Deadline: 12 February 2024, 23:59
 - * *A certified score of English proficiency is mandatory.*
 - * *All 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

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.
