[Job Posting] Project Assistant

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

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
Project Assistant of Development Planning and General Affairs Unit	• Assist planning and external relations related tasks of DPGAU • Research and collect data on recent ASEAN related issues and trend • Support other general affairs and HR related tasks of the Unit	January 2024
Project Assistant (ASEAN Hall Coordinator, Information and Data Unit)	• General management of the ASEAN Hall and events held in the hall (visit programs, school tour, etc.) • Communicate with Partner organizations to prepare for the ASEAN Hall programs • Acquire, organize and manage ASEAN Hall collections and informational resources • Support other general affairs and overall administrative works of the Unit	

(2) Qualifications

- Relevant experience in international (inter-governmental) organizations, national/international institutions, government organizations and/or private companies is preferred.
- Fluent communication skills in both Korean and English (both written and spoken)
- Proficiency in MS office and relevant experience are preferred
- Should follow under Article 33 of the Public Officials Act and not be disqualified from overseas travel.

Employment Conditions

- Gross Salary per month: KRW 2,370,740

  ** The above salary includes lunch and transportation allowance.*

- Benefits: 4 Major insurances, Club activity, etc.
- Expected starting date: January 2024
- Official 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

- 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)
- 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

- Application should be submitted on-line (http://aseankorea.saramin.co.kr)
- Application Deadline: 9 January 2024, 23:59

  ** 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.

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