

## [Job Posting] Project Assistant

The ASEAN-Korea Centre is seeking a Project Assistant of Korean nationality to assist the organization, 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 ASEAN business.*

### **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
Project Assistant of Trade and Investment Unit (TIU)	Assist in Centre's work programs to promote trade and investment flow and strengthen ASEAN-Korea relations.  This includes among others, but not limited to the following: <ul style="list-style-type: none"><li>• Support planning and implementation of TIU's activities.</li><li>• Support communication with relevant organizations, stakeholders, etc.</li><li>• Research and monitor recent economic issues.</li><li>• Collect and update data/information.</li><li>• Support logistics and other related administrative duties</li></ul>	April 2024

#### (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
- Proficiency in MS office and video/photo editing skills are preferred
- Should follow under Article 33 of the Public Officials Act and not be disqualified from overseas travel.

## **Employment Conditions**

[Trade and Investment Unit]

- Employment Period: 1 person x 6 months
- Gross Salary per month: KRW 2,370,740
  - \* *The above salary includes lunch and transportation allowance.*
- Benefits: 4 Major insurances, Club activity, etc.
- Starting Date: April 2024 (negotiable)
- 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
  - \* *Indication of an English proficiency score, officially certified with validity, is mandatory. In principle, TOEIC certificate should be submitted, but if not available, TEPS, TOEFL, IBT, G-TELP, FLEX and other English-speaking tests may be submitted.*
- 2<sup>nd</sup> round: On-site English writing test and Interview (17 April)
- 3<sup>rd</sup> round: Health screening
  - \* *Schedule may change depending on the number of applicants and the recruitment process. Candidates who pass each round will be notified individually. Those who pass the first round must bring their ID cards for the second round and arrive 10 minutes early for the interview.*
  - \* *We recommend that you submit the application before the final hour of the deadline to avoid network congestion, and make sure that your application has been successfully submitted.*

## **How to Apply**

- All applications will be received on-line via <http://aseankorea.saramin.co.kr>
- Application Deadline: **Until 23:59, 5 April 2024**
  - \* *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)

## **Documents to be submitted following final offer of employment**

The documents below are to be submitted after the final offer

- Graduation Certificate (or certificate of enrollment if not yet graduated)
- Transcript of Academic Record
- Career/Employment Certificate (if he or she has working experience)

### **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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