**Program Officer**

**Recruiting Announcement**

The TCS is inviting qualified candidates to apply for the following position:

* Program Officer (Department will be designated after the selection)
* Number of position: 2
* Deadline: May 10, 2020

**Job Description:**

* Provide support for existing consultative mechanisms among the three countries. Specific tasks include assisting the arrangement of official meetings, drafting summary reports/minutes, implementing projects entrusted by government agencies, etc.
* Plan and organize workshops and seminars in areas/issues covered by the relevant Department
* Outreach to and cooperate with other international organizations, non-governmental organizations, media and research institutes for establishing and developing cooperative partnerships
* Explore and promote potential areas of new trilateral cooperative projects. Specific tasks may include setting up contact channels with relevant government agencies/non-governmental organizations and coordination to facilitate the establishment of new cooperative projects, etc.
* Explore research projects in areas/issues covered by the relevant Department
* Draft speeches/remarks/talking points to be used by the Board in events, conferences, business trips, provide all necessary technical and administrative support
* Draft documents including summary reports of TCS-hosted events; draft press releases to be publicized on the TCS website, including their translation; Compile related materials into database and translate them; coordinate the preparation and drafting of annual progress reports on TCS activity and trilateral cooperation;
* Cross-Departmental tasks may be assigned as necessary

**Qualifications:**

* Citizen of China and Japan (1 Chinese, 1 Japanese)
* Bachelor’s or Master’s degree in economics, international politics/relations, regional studies, or other social sciences (other fields can be considered as long as you convincingly explain how it can be helpful in working at the TCS)
* Working experience in a relevant field will be preferred
* Proficiency in both written and oral English and native-level proficiency in mother language is essential. Proficiency in Chinese, Japanese or Korean languages other than the native language is an asset but not a requirement
* Team player who can work with people from a broad range of backgrounds and experience
* Ability to handle multiple tasks
* Working knowledge of common office programs (Word, Excel, PowerPoint, etc.)

**Employment Conditions:**

* Starting date: June-July, 2020 (negotiable)
* Location: Seoul, Republic of Korea
* Contract period: 1 year (including a three-month probation period)
  + The contract is renewable based on performance review results. Regular (permanent) employment may be offered at the end of two-year contract-based employment
* Starting salary:
* S2 level (Bachelor’s degree or equivalent) KRW 33,300,000/year
* S3 level (Master’s degree or equivalent) KRW 40,000,000/year

(Salary during the three-month probation will be 75% of the starting salary)

* Please visit TCS career website for full details

**Required Documents (IMPORTANT: Combine documents into one single PDF document):**

* Application form (attached)
* Statement of purpose (English & mother language, no more than 2 pages each)
* Degree of certificates & transcripts from higher education institutions (university-level and up)
* English language test scores (TOEFL, IELTS, TOEIC, etc.)
* (Optional) Letter of recommendation
* (Optional) Employment Certificate from previous employers
* (Optional) Chinese, Japanese, or Korean language test scores

**Selection Process:**

* Document Review
* Writing Test
* Interview

**How to Apply:**

* Application should be submitted online through the TCS official website

Link: https://tcs-asia.org/en/about/careers.php

* Deadline: May 10, 2020
* Employment may be revoked if the information on the required documents is deemed false
* If you have any questions, please email: [recruit@tcs-asia.org](mailto:recruit@tcs-asia.org). The TCS does not accept phone call and walk-in inquiries.