

Recruiting Announcement

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

Number of positions:

- Program Officer, Department of Socio-Cultural Affairs (1)

Deadline: March 5, 2023

Job Description:

Program Officer:

- Provide support for existing consultative mechanisms among the three countries (i.e. Ministerial or other inter-governmental meetings). Specific tasks include assisting the arrangement of official meetings, drafting summary reports/minutes, implementing projects entrusted by government agencies, publishing promotional materials, 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 (independently or in collaboration with other institutions)
- 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
- Cross-Departmental tasks may be assigned as necessary

Qualifications:

- Citizen of China
- University-level degree in comparative studies, communication, education, international politics/relations, regional studies, or other social sciences, or other relevant fields
- Proficiency in both written and oral English and native-level proficiency in Chinese is essential.
- Proficiency in Japanese or Korean 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.)
- Working experience in a relevant field is preferred

Employment Conditions:

- Starting date: March-April 2023
- Location: Seoul, Republic of Korea
- Working hours: 40 hours/week
- Visa type: ROK A2 visa (diplomatic & official) will be sponsored by the TCS during employment
- Contract period: 1 year (including a three-month probationary period)
 - The contract is renewable based on performance review results and by consensus of the Consultative Board.
- Salary & Benefits
 - Base salary: KRW 34,440,375 / year (S2 level)
 - Monthly commuter allowance
 - Monthly meal allowance
 - Accommodation support
 - Relocation support
 - Retirement pension
 - Medical examination
 - Social security
 - Staff development support
 - Bonuses & more

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

- Application form
- Cover letter (English & mother, no more than 2 pages)
- English language test scores
- Degree of certificates & transcripts from higher education institutions (university-level and up)
- (Optional) Letter of recommendation
- (Optional) Employment Certificate from previous employers
- (Optional) CJK language test scores

Selection Process:

- Document Review
- Written Test (online)
- Interview (online)

The details of the written test and the interview will be notified individually to candidates who pass on to the next stage.

How to Apply:

Application Link: <https://tcsasia.bamboohr.com/hiring/jobs/55>

- Application should be submitted online through the TCS official website
- Applications which have been submitted will not be returned
- 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. The TCS does not accept phone call and walk-in inquiries.

