

Public Relations Officer Recruiting Announcement

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

- Public Relations Officer
 - Number of position: 1
- Deadline: September 30, 2025

Job Description:

- Develop PR campaigns and media relations strategies
- Collaborate with internal teams and maintain open communication with senior management
- Edit and update promotional material and publications (brochures, videos, social media postings etc.)
- Assist in managing the official website and special webpage
- Run the SNS accounts
- Organize PR events (e.g. TCS Day, press conferences, officials' interviews)
- Address inquiries from the media and other parties
- Track media coverages and monitor responses from the readers
- Prepare and submit PR reports
- Manage PR issues

Qualifications:

- Citizen of the People's Republic of China
- Bachelor's degree or higher in Communications, Journalism, Public Relations, or a related field
- Minimum of 5 years' professional experience in a relevant field strongly preferred (experience in PR or media relations management), demonstrated experience as a Public Relations Officer or in a comparable communications role
- Excellent command of both written and spoken English, with native-level proficiency in Chinese; proficiency in Japanese or Korean is an asset
- Strong interpersonal skills and proven ability to collaborate effectively with colleagues from diverse backgrounds
- Ability to manage multiple priorities and work under tight deadlines
- Proficiency in standard office software (e.g., Word, Excel, PowerPoint)
- Outstanding written and verbal communication skills

Employment Conditions:

- Starting date: October – November 2025 (negotiable)
- Duty Station: Seoul, Republic of Korea
- Working hours: 40 hours/week
- Visa type: ROK A2 visa (diplomatic/official) will be sponsored during employment
- Contract period: one year, including a three-month fully paid probationary period.
 - Contract renewal subject to performance evaluation
- Benefits:
 - Social Security
 - Commuter allowance
 - Meal allowance
 - Accommodation support
 - Annual performance bonus
 - Staff development and training support
 - Medical checkup
 - Paid time-off: 25 days/year
 - Paid sick leave: 14 days/year (at 50% of base salary)
- Compensation:
 - KRW 38,000,000 – 46,000,000 per year
 - Final salary will be determined based on the candidate's qualifications and experience within the stated range.
 - Benefits listed above will be provided in addition to the base salary.

Required Documents

(IMPORTANT: Please combine all documents into a single PDF file before submission)

- Completed application form (attached)
- Cover letter in English and Chinese (maximum 2 pages each)
- English language proficiency test score report
- Degree of certificates & transcripts from higher education institutions (university-level and up)
- (Optional) Portfolio or proof of relevant past work
- (Optional) Letter of recommendation
 - May be submitted together with other application materials, or sent directly by the recommender to recruit@tcs-asia.org
- (Optional) Japanese & Korean language test scores

Selection Process:

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

How to Apply:

- Application should be submitted online through the TCS official website
Link: <https://tcsasia.bamboohr.com/careers/68>
- 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.

