



## Program Officer Recruiting Announcement

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

- Program Officer (China)
  - Department of Economic Affairs, Department of Socio-Cultural Affairs
    - The candidate may be designated to a different department after entry
  - Number of position: 2
- Deadline: August 31, 2022

### Job Description:

- Provide support for existing consultative mechanisms among China, Japan, and the Republic of Korea (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
- Bachelor's degree or above in comparative studies, communication, education, 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 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.)

### **Employment Conditions:**

- Starting date: September 2022 (negotiable)
- Location: Seoul, Republic of Korea
- Working hours: weekdays, 40hr/week
- 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 years of contract-based employment
- Starting salary:
  - S2 level, KRW 34,440,375/year (with 3-month full-paid probation period)
- Benefits:
  - Relocation support (one-way airfare, shipping and temporary accommodation)
  - Social Security (ROK national health insurance and industrial accident insurance)
  - Retirement pension
  - Commuter allowance
  - Accommodation support
  - Monthly meal expense
  - Medical examination
  - Bonuses, and more

### **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) 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://tcsasia.bamboohr.com/jobs/view.php?id=44>
- Deadline: August 31, 2022
- 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](mailto:recruit@tcs-asia.org). The TCS does not accept phone call and walk-in inquiries.

