

TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF 2024 OASIS PROGRAM

GENERAL INFORMATION

Post Title:	Recruitment of 2024 OASIS interns
Host Organization:	Asian Forest Cooperation Organization (AFoCO)
Host Department/Division:	Communication and Informatics Team, Operation and Resource Division
Duty Station:	In presence (once a week) / Home-based (4 days a week) / etc. *subject to change according to world-wide COVID-19 situation
Expected Places of Travel:	Seoul
Duration:	
Expected Start Date:	July 2024

JOB DESCRIPTION

1. SCOPE OF ASSIGNMENT

- **Type of assignment:**
Operations and Resource Team
- **Specific Description:**
 - 1. Support event preparation and on-site support for publicity activities of the organization**
 - Support logistic arrangements for the organizing of relevant meetings.
 - Assist in research and consolidation of reference materials from various sources for use in preparation of team reports, work plans, briefings, meetings/conferences, etc.
 - Other duties as assigned by the Team
 - 2. Support in Communication and Promotion**
 - Support consolidation of relevant data and upload/promote the activities to social media.
 - Other duties as assigned by the Team

2. EXPECTED DURATION OF ASSIGNMENT

6 months

3. QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

EDUCATION

- Minimum Bachelor degree or equivalent in communication, MICE, forestry, environmental science, landscaping and/or related fields is advantage.

* Note) Minimum academic background for the OASIS program is those who have completed the second year of university or higher

EXPERIENCE

- Experience in project implementation/monitoring and related fields

LANGUAGE

- With good English communication skills both in written and oral

FUNCTIONAL COMPETENCIES

- An applicant who can utilize MS Word/MS Excel/MS Power Point

Core Competencies

- An applicant who seeks problem-solving and continuous improvements through communication
- An applicant who understands carbon trade mechanism in a voluntary carbon market
- An applicant who can handle the GIS tools and ICT technology