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:** Project Management Team, Project and Program 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**

# SCOPE OF ASSIGNMENT

# Type of assignment:

# Project Team

# Specific Description:

**1. Support for the development of a project and implementation/monitoring of a project**

* Data migration and compiling of relevant project documents and materials to the newly developed Project Management and Information System (PMIS).
* Development of news articles addressing relevant events and ceremonies of the team to be uploaded in the official website of AFoCO or media outlets in member countries.
* Other duties as assigned by the Team

# EXPECTED DURATION OF ASSIGNMENT

**6 months**

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

* Minimum Bachler degree or equivalent in forestry, environmental science, landscaping and 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