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**

# 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

# EXPECTED DURATION OF ASSIGNMENT

**6 months**

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

* Minimum Bachler 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