

[Job Posting] Assistant Officer

The ASEAN-Korea Centre is currently seeking an **Assistant Officer** of ASEAN and Korean nationality with proven experience to organize and implement the programs of the ASEAN-Korea Centre (AKC).

About the Organization

The ASEAN Korea Centre (AKC) is an intergovernmental organization established with the aim to promote economic and socio-cultural exchanges among Korea and the ten ASEAN member states. AKC implements various projects to promote mutual understanding and cooperation between the two regions through increasing trade volume, investment promotion, invigorating tourism and cultural exchange. Please visit the website (<https://www.aseankorea.org>) for more information on the projects of the Centre and details of the organization.

Job Description and Qualifications

(1) Job Description

Position	Duties and Responsibilities	Expected date of employment
Assistant Officer of Culture and Tourism Unit (CTU)	Assist in Centre's work programs to promote culture and tourism exchanges and enhance mutual understanding between ASEAN and Korea. • Devise and implement culture and tourism related programs • Support communication with relevant organizations, stakeholders of ASEAN and Korea • Research and monitor recent culture and tourism related trends and data • Support logistics and other related administrative duties	September 2026

(2) Qualifications

- **Education:** Bachelor's degree in International Relations, Culture and Tourism, Political Science, Linguistics, Communications, or related field. (Master's degree preferred)
- **Experience:** 1+ years of experience in culture and tourism related program planning and research projects, community outreach, or public diplomacy within the public or private sector.
- **Language:** Fluency in both English and Korean (written and verbal).
- **Certification:** Submission of an official English proficiency score (e.g., TOEIC, TOEFL, IELTS) obtained within the last 2 years is mandatory, including for individuals with degrees from overseas universities.
- **General:** Compliance with Article 33 of the Public Officials Act and eligibility for international travel.

Employment Conditions

- **Contract Duration: 1-year fixed-term contract.**
 - Includes a 3-month probation period.
 - Renewable on a yearly basis, up to a maximum total of 2 years.
- **Compensation: Annual gross salary of KRW 40,000,000 and above.**
 - The salary includes monthly lunch and transportation allowances.
 - Final salary may vary based on qualifications and work experience, in accordance with the Centre's regulations.
- **Benefits:** Four Major insurances, welfare card, club activity, etc.
- **Starting date:** September 2026 (negotiable.)
- **Official Working hours:** 09:00-18:00 (Lunch hour: 12:00-13:00)
- **Location:** 8th fl., 124, Sejong-daero, Jung-gu, Seoul, Republic of Korea 04520

Selection Process

Notification: Candidates will be notified individually of their results for each round.

- **1st Round: Document Review**
- **2nd Round: On-Site Assessment (English Writing Test & In-person Interview)**
 - Virtual interviews are not permitted; candidates must attend an in-person interview.
- **3rd Round: Reference Check & Health Screening**
 - Conducted only for candidates who have successfully passed previous rounds.

Application Instructions

- **How to Apply:** Submit all required documents online via <http://aseankorea.saramin.co.kr>
- **Application Deadline:** 17 August 2026, 23:59 (KST)

[IMPORTANT NOTE]

Applicants are solely responsible for the accuracy of their application. Any false information, errors, or omissions may result in disqualification or other disadvantages.

- **Inquiries:** For further information, please contact recruit@aseankorea.org

Additional Information

- In case there has been an error in filling out the application form, the applicants will be subject to unfavorable measures. If there has been found any grounds for disqualification (false allegations of qualification, health issues, etc.), the Centre may withdraw from the notification of the final result, even in case the results have already been announced.
- For any cancellation of acceptance or disqualification for employment, the next highest scoring applicant may be considered for employment.
- If, after the recruitment process, there is no suitable applicant, the Centre may decide not to make any employment offers and re-start the recruitment process.