

DATE: 2019.03.28

REF.NO.: GS-145

Mr. Soe Myint Oo
Director, Training and Research Development Division
Forest Department
Ministry of Natural Resources and Environmental Conservation

Dear Mr. Soe Myint Oo,

Request for the Publication of Job Vacancy Notice

As the AFoCO Regional Education and Training Center (RETC) has been approved as a subsidiary organ of the AFoCO Secretariat by the First Session of the Assembly held on 12 November 2018 in Seoul, Korea, the Secretariat plans to recruit one (1) Staff Member in the RETC Officials category.

In this regard, the Secretariat would like to kindly request you and your esteemed department to publish our vacancy notice attached herewith in the official website or other available social media of the Forest Department of Myanmar.

The Secretariat is expecting that this will provide an opportunity to invite qualified candidates of Myanmar in fulfilling RETC's functions as an international forest training institute.

The application deadline for the job post may be extended by one (1) additional week from 31 March 2019 to 7 April 2019 according to the status of application.

Thank you and we look forward to your kind cooperation at your earliest convenience.

Attachment: Vacancy Notice for the RETC Officials

Sincerely,



Chencho Norbu
Executive Director

VACANCY NOTICE

Publication/Transmission Date	: 11 March 2019
Deadline for Application	: 31 March 2019
Position	: RETC Officials Level 5
Type of Appointment	: Fixed-Term
Duration of Appointment	: Two (2) years (<i>Renewable contingent on performance</i>)
Indicative Annual Salary	: USD17,000 to 27,000 (<i>To be decided after consultation</i>)
Eligible Nationality	: Legal resident of Myanmar with relevant work permits
Organization Unit	: Regional Education and Training Division of the Asian Forest Cooperation Organization Secretariat
Duty Station	: Regional Education and Training Center (RETC) Yangon, Myanmar
Expected Date for Entry on Duty	: At the earliest possible date after consultation

Background

Asian Forest Cooperation Organization (AFoCO) is an inter-governmental organization currently embracing fourteen (15) countries in Asia. AFoCO aims to strengthen regional cooperation by transforming proven technology and policies into concrete actions in the context of sustainable forest management to address the impact of climate change.

The AFoCO Regional Education and Training Center (RETC) has been established in Yangon, Myanmar as a subsidiary organ of the AFoCO Secretariat to build capacity and develop experts in the field of forestry in AFoCO member countries through education and training programs.

The AFoCO Secretariat is inviting qualified candidates for the posts of General Service Staff at RETC to enhance the Secretariat's capacity in fulfilling its functions and strengthening international forest cooperation in Asian region with following duties and responsibilities.

Duties and Responsibilities

Under the overall guidance of the Executive Director of the Asian Forest Cooperation Organization Secretariat, successful candidates will perform the functions as described below:

- Education Planning and Coordination
 - Management of the RETC education and training activities which includes module development, implementation and evaluation of education and training programs;



- Establishment of cooperation network among external experts for the RETC training and education programs;
- Development of external partnerships and advocacy activities with relevant organizations for the RETC education and training activities; and
- Coordination and support for the RETC operation including the property management of RETC

Requirements

- Master or higher degree in forestry or environment
- At least two (2) years of relevant working experience in a government agency, NGO, private company, or an international agency dealing with forestry issues, international cooperation or related issues
- A national of Myanmar or a non-Myanmar national with legal residence and work permits in Myanmar, who has excellent oral and written communication skills in Burmese and no difficulties in starting work at the assigned duty station immediately upon appointment.
- Excellent oral and written communication skills in English. Minimum requirement for English proficiency test score is 850 for TOEIC, 99 for TOEFL and 7.5~8 for IELTS Overall Band score.
- Advanced level of Korean language skill is an asset.

Assessment Method

Evaluation of qualified candidates includes preliminary review of application documents which may be followed by competency-based oral interview in English.

Only shortlisted candidates will be notified on the result of the preliminary evaluation and subsequent schedule of the oral interview before 3 April 2019 by email. If any changes occur, all the applicants will be informed beforehand by email.

Note: 1) *If the Secretariat fails to find qualified candidates through this process, the advertised posts may not be filled.*

2) *If the successful candidate cannot start working within one month after the date of appointment offered due to personal circumstances, the admission may be revoked.*



How to Apply

Candidates whose qualifications and experience match the requirements for these positions may submit their application documents as listed below:

- 1) Personal history profile
(Submit a scanned copy with signature, using a form attached as **ANNEX-1**),
- 2) Personal statement
(Submit a scanned copy with signature, using a form attached as **ANNEX-2**)
- 3) Consent for Use of Personal Data
(Submit a scanned copy with signature, using a form attached as **ANNEX-3**)
- 4) Degree certificates of higher education institutions (university and graduate level);
- 5) Applicable English language test score certificates (TOEIC, TOEFL, or IELTS).;
- 6) (Optional) Any documents supporting the candidate's knowledge of a second language.
The candidates will be arranged for a speaking/reading fluency test during the oral interview.

The Application documents should be submitted by email: recruit@afocosec.org.

The subject of the email must state as "Job Application_LAST NAME_First Name_2019-GS01". All required documents must arrive no later than **17:00 in Korean Time (GMT+9) on 31 March 2019**.

Note: Applicants must provide complete and accurate information pertaining to their application documents. Application documents which have been submitted will not be returned, and admission may be revoked if the information on the required documents is deemed to be false. **No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted.**

Inquiries

If you have any other inquiries, please contact by email: recruit@afocosec.org.

