



[Career Opportunity]

The Mission of the Republic of Korea to ASEAN

The Korean government established the Mission of the Republic of Korea to the Association of Southeast Asian Nations (ASEAN) in Jakarta in 2012. Our Mission was set up to further strengthen the cooperative partnership between the Republic of Korea and ASEAN Member States.

We are looking for the best candidate to join our Mission as **Administrative Assistant who can speak and write Korean language fluently**. You will assist our Mission by supporting our day to day administrative tasks (e.g. contacting local authorities, private businesses, etc.).

Key Competencies and Requirements:

- **Speak and write in Korean fluently** (this will be tested);
- Hold bachelor degree;
- Fluent communication skills in English and Indonesia (this will be tested);
- Familiarity with ASEAN and diplomatic corps working environment;
- Good interpersonal skills, self-driven and result-oriented approach to tasks;
- Highly organized and able to deal with high demands and quick changes;
- Computer literacy in Microsoft Office Professional;
- Experience in relevant fields is desirable.

Please submit your application letter and CV with recent photograph in one compiled PDF file no later than **24 May 2021 to kor_asean@mofa.go.kr** with subject "**Administrative Assistant_Your Name**"

Only shortlisted candidates will be contacted for further selection process.