



[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. You will assist our Mission by supporting our day-to-day administrative tasks.

Preferred Qualifications:

- **Ability to speak and write in Korean and English fluently;**
- **Experience in the Ministry of Foreign Affairs or Embassies;**
- Bachelor degree;
- 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;

Please submit your application letter and CV with recent photograph in one compiled PDF file no later than **10 September 2021** to kor_asean@mofa.go.kr with subject **“Administrative Assistant_Your Name”**

Only shortlisted candidates will be contacted for further selection process.