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|  | **Job opportunity for** **the Secretariat of Tourism Promotion Organization for Asia Pacific Cities** |

 May 19, 2022

**You are cordially invited to apply for the TPO, the Organization aiming to build partnership between cities and organizations in the Asia Pacific Region that encourage its members to work together in promoting tourism in the region.**

**1. Openings:** up to 2 persons

**2. Qualifications**

**[Essentials]**

- A person who is not excluded by any regulations according to Article 11(Disqualification), Chapter 2 of the 'Regulations for Operation of the TPO Secretariat'.

*※ Article 11(Disqualification), Chapter 2 of the 'Regulations for Operation of the TPO Secretariat': Persons who do not meet the qualifications for civil servant employment of the country where the Secretariat is located shall not be employed.*

- Those who are deemed to be professionally adequate in the related fields and qualified for an opening. A bachelor or higher degree.

- A person who can travel abroad (if male, must have completed or be exempt from military service).

- Ability to communicate fluently in English.

**[Desirables]**

- Foreign language proficiency

- Overseas experience (Training, Travel, Work etc.)

- Ability to use computers and major programs

- Master’s or higher degree

- Work experience in tourism field

- Driver's license

**3. Conditions**

- Workplace : TPO Secretariat (F4, 357 Geumgok-daero, Buk-gu, Busan)

※ Business trips, domestic and international

- Working hours: 5 Days (Monday ~Friday), 09:00~18:00, pursuant to TPO regulations

- Employment type: Full-time (apprenticeship for 6 months)

- Responsibilities: Work related to International Conferences, International Exchanges, Joint Projects, membership management, etc.

- Payment: Around KRW 40,000, 000 per annum, pursuant to TPO regulations, including

Overtime Compensation, Bonus, Long Service Allowance, etc. (if applicable)

※ During apprenticeship: *to be explained at an interview*

- Start date: June 22, 2022

**4. Selection Schedule**

June 8, deadline for Applications

June 13, announcement of 1st round successful candidates

June 16, English writing test and interview in English

June 21, announcement of successful candidates

**5. Application process**

- Submission: May 19 ~ June 8, 2022

- E-mail ; hacho@aptpo.org, Inquiry: +82-51-502-2989

***Required documents***

① Application ※

② Personal information use agreement ※

③ Personal Statement ※

※ Please download the Forms from “TPO News”, [www.aptpo.org](http://www.aptpo.org)

④ Copy of Alien Registration Card

⑤ Resume and Career certificate with a Cover Letter

⑥ University (Graduate) degree certificate *(if applicable)*

⑦ Foreign language proficiency test transcript (After May, 2020) *(if applicable)*

⑧ Other certificates *(if applicable)*

**6. Notes**

- Specify the possible start date on the application.

- In case of omission of required documents, false records, or errors, the application will not be considered.

- Submitted documents will not be used for any purpose other than this recruitment.

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