



Program Officer

Working with the world's poorest people to transform their lives. Concern Worldwide is an international humanitarian organisation dedicated to tackling poverty and suffering in the world's poorest countries. We work in partnership with the very poorest people in these countries, directly enabling them to improve their lives, as well as using our knowledge and experience to influence decisions made at a local, national and international level that can significantly reduce extreme poverty.

Job Title:	Officer
Job Location:	Seoul, Korea
Job Purpose:	The Officer will be support development, implementation and management of the highest quality.
Main duties & Responsibilities:	<p>Ensure all supporting documentation</p> <p>Work closely with International program manager for project delivery, trouble shooting, reporting and accounts, etc.</p> <p>Have an understanding of the budget and ensure timely and expenditure as per the budget line items</p> <p>Assist in budget and financial management including maintain records, monitoring</p> <p>Ensures proper and accurate coding of expenditure on all primary documentation</p> <p>Support initiatives for successful implementation of the programme</p> <p>Ensure timely submission of progress reports to the donors and internal management</p>
Person specification:	<p>Essential:</p> <ul style="list-style-type: none"> • Full proficient in written and spoken English <p>Ability to multitask</p> <p>Ability to work under pressure and against tight deadlines</p> <p>Good time management & great communication skills</p> <p>Ability to travel and conduct business internationally with a high level of professionalism and cultural sensitivity</p> <p>Positive working relationships with colleagues and peers.</p> <p>Commitment to inclusive programming that encourages full participation of individuals regardless of ethnicity, religion, gender, disability status, sexual orientation, gender identity or other marginalized status.</p> <p>Desirable:</p> <p>Experience working in an international development sector an advantage</p>

	<p>Diploma or professional qualification in business administration or other relevant areas</p> <p>Enthusiastic</p> <p>Agree with Concern's vision and mission</p>
Type of employment	<p>3 years contract based on the Bangladesh Project</p> <p>- probation: 6months_No wage reduction during probation</p>
To apply:	<ol style="list-style-type: none"> 1. Resume & Self-introduction in both Korean & English 2. Schedule: Review application > 1st interview > 2nd interview 3. Starting date: 15st February 2021 <p>Candidates must be legally entitled to work in Korea at the time of application.</p>
<p>Concern has a Staff Code of Conduct and a Programme Participant Protection Policy which have been developed to ensure the maximum protection of programme participants from exploitation and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organization, and the standards of behaviour expected of them. In this context staff have a responsibility to the organization to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission.</p> <p>Any candidate offered a job with Concern Worldwide will be expected to sign the Programme Participant Protection Policy and the Concern Staff Code of Conduct as an appendix to their contract of employment. By signing the Programme Participant Protection Policy and the Concern Staff Code of Conduct candidates acknowledge that they have understood the contents of both the Concern Staff Code of Conduct and the Programme Participant Protection Policy and agree to conduct themselves in accordance with the provisions of these two documents.</p>	
<p>Concern receives a substantial amount of funding from external donors each year. Increasingly donors are introducing requirements whereby future funding is conditional on Concern ensuring that the names of any new employee or volunteer do not appear on terrorism lists generated by the European Union (List of person, groups and entities to which Regulation (EC No. 2580/2001 applies), the US Government (Office of Foreign Assets Control list of specially designated Nationals and Blocked Persons) and the United Nations (Consolidated List).</p> <p>Any offer of employment (either paid or voluntary) with Concern Worldwide will not be made pending a clearance check being conducted on the applicant. For additional information please consult our web site or contact the Human Resource Division in our Head Office.</p>	
<p>Concern Worldwide is an equal opportunities employer and welcomes applications from all sections of the community.</p>	