



14 June 2023

NOTICE OF EMERGENCY HIRING

The Philippine Department of Tourism-Korea is in need of the services of a **Part-Time Marketing Assistant** . Attached are the Terms of Reference.

Interested applicants may submit **application letter with resume in English** on or before **16 June 2023, 6:00 PM** to:

Philippine Department of Tourism-Korea
Suite 801, President Hotel, Euljiro1-ga
Jung-gu, Seoul 04533 Korea
Tel no: (02) 598-2290 Fax: (02) 318-0520
Email: pdot@philippinetourism.co.kr

MARIA CORAZON JORDA-APO
Tourism Director
PDOT-Korea



**EMERGENCY HIRING FOR PART-TIME MARKETING ASSISTANT
PHILIPPINE DEPARTMENT OF TOURISM-KOREA**

Terms of Reference

Position: PART-TIME MARKETING ASSISTANT

Qualifications:

- Graduate of a 4-year course (Marketing or Tourism course not required but will be an advantage)
- Fluent in speaking, writing and reading in English and Korean
- Korean national
- Knowledge on the Philippines will be an advantage

Job Description:

- Assist the Tourism Director and/or Project Officers in the daily operations related to the marketing and promotions mandate of the office
- Assist in handling inquiries from Korean traveling public
- Assist in written/oral translations from Korean to English / English to Korean
- Perform other tasks that may be required from time to time

Reporting Time: 8 hours per day, 3 days a week (preferably starting from June 20, 2023)

Compensation: KRW 130,000 per day (gross)

Duration: 3 months subject to extension as needed (on monthly conforme)