



25 March 2024

## NOTICE OF URGENT 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 **01 April 2024, 6:00 PM** to:

Philippine Department of Tourism-Korea  
Suite 801, President Hotel, Euljiro 16  
Jung-gu, Seoul 04533 Korea  
Tel no: (02) 598-2290 Fax: (02) 318-0520  
Email: [pdot@philippinetourism.co.kr](mailto:pdot@philippinetourism.co.kr)

  
JOHN TREXY N. NOVEROS  
Foreign Tourism Officer  
PDOT Korea



# URGENT 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 08 April 2024)

**Compensation:** KRW 130,000 per day (gross)

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