




24 May 2024

NOTICE OF URGENT HIRING

The Philippine Department of Tourism-Korea is in need of the services of a **Web and Social Media Associate**. Attached are the Terms of Reference.

Interested applicants may submit application letter with resume in English on or before **29 May 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


JOHN TREXY N. NOVEROS
Foreign Tourism Officer
PDOT-Korea



URGENT HIRING FOR WEB AND SOCIAL MEDIA ASSOCIATE PHILIPPINE DEPARTMENT OF TOURISM-KOREA

Terms of Reference

Position: WEB AND SOCIAL MEDIA ASSOCIATE

Qualifications:

- At least 4 years of experience in Digital Marketing/Advertising (working in the tourism industry is 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:

- Website Maintenance and Updates: Regularly updating website content, including text, images, and multimedia elements and.
- Social Media Management: Content creation, posting and scheduling, and community engagement.
- Assist in handling inquiries from Korean traveling public through social media/chatbox
- Assist in written/oral translations from Korean to English/English to Korean for online postings
- Perform other tasks that may be required from time to time

Reporting Time: 8 hours per day, 08:00AM to 05:00PM or 09:00AM to 06:00PM on a hybrid set-up (preferably starting from 03 June 2024)

Compensation: KRW 150,000 per day (gross)

Duration: On monthly conforme, as needed