



DMUN Foundation

Secretariat of the DMUN Foundation

4th Floor, 12 Gangnamdaero 156-gil, Gangnam, Seoul, Republic of Korea

+82-10-5696-8302

enquiries@dmun.org

www.dmun.org

Notification - Call for Applications for Employment

EMP/2025/6

Dear Madam/Sir,

The Deputy Executive Director for Administrative Management has the pleasure of promulgating the following open call for applications for a position in the Secretariat of the DMUN Foundation.

Please find attached the submission regarding the Mandate information, along with the relevant application processes.

The Deputy Executive Director for Administrative Management has the pleasure to renew the assurances of his highest considerations to the designated addressee of this notification.

Jaewon Choi

Executive Director

Deputy Executive Director for Administrative Management, *ad interim*





DMUN Foundation

Secretariat of the DMUN Foundation

4th Floor, 12 Gangnamdaero 156-gil, Gangnam, Seoul, Republic of Korea

+82-10-5696-8302

enquiries@dmun.org

www.dmun.org

ANNEX

Information on Mandate

Title: Public Relations Consultant, Award and Grantwriting

Division/Office: Division on Administrative Management

Time Commitment: Part-time (2-10 Hours / Week)

Compensation: 15-50 USD / Hour¹

Reporting to: Head of Division

Details

The DMUN Foundation is a youth-led, youth-serving international non-governmental organization engaging over 26,000 young people across 161 states and territories. Through its capacity-building programs and diplomatic participation in the United Nations and multilateral processes, the Foundation advances youth inclusion, intergenerational equity, and civic empowerment worldwide.

As part of its strategic expansion in outreach and funding, the Foundation seeks to strengthen its recognition and sustainability through prestigious awards, fellowships, and grant opportunities for Non-Governmental Organizations, youth organizations, and individual youths. This role will directly contribute to identifying, preparing, and submitting such applications.

¹Compensation indicated in the notification is the minimum / maximum value. Value may be adjusted within this range based on experience. Additional compensation will be provided for successful work that results in funding, awards, or other types of honors.



DMUN Foundation

Secretariat of the DMUN Foundation

4th Floor, 12 Gangnamdaero 156-gil, Gangnam, Seoul, Republic of Korea

+82-10-5696-8302

enquiries@dmun.org

www.dmun.org

Core Responsibilities:

- Research international, regional, and thematic **awards, fellowships, and grant opportunities** relevant to the Foundation's mandate and operations.
- Identify **key eligibility criteria, application requirements, and levels of awards** (individual, organizational, regional, and global).
- Draft and refine **compelling narratives** that articulate the Foundation's work, vision, and impact as a youth-led, youth-serving NGO.
- **Prepare and complete** draft applications for awards and grants in close consultation with the Secretariat and the Executive Director.
- **Revise** submissions based on feedback from the Foundation's leadership and ensure alignment with organizational values, tone, and priorities.
- Maintain an updated **tracker** of all awards and grant opportunities and their statuses.

Qualifications

- **Strong research and writing skills**, with attention to clarity, tone, narrative, and detail.
- Extremely strong command of the **English language**.
- Demonstrated interest in **international relations, sustainable development, youth engagement, or civil society advocacy**.
- Ability to **synthesize institutional achievements into compelling narratives**.
- Experience in preparing or supporting **grant/award applications**, especially on **awards dedicated to young individuals or youth-led organizations**.
- Experience in winning international, regional, or national **awards** dedicated to **children/youth and children/youth-led organizations** is a plus.
- Experience in winning international, regional, or national **awards** dedicated to **non-governmental organizations** is a plus.



DMUN Foundation

Secretariat of the DMUN Foundation

4th Floor, 12 Gangnamdaero 156-gil, Gangnam, Seoul, Republic of Korea

+82-10-5696-8302

enquiries@dmun.org

www.dmun.org

Application Process:

Interested candidates are invited to submit their applications to the Division on Administrative Management of the DMUN Foundation Secretariat. Applications should include the following materials, compiled in a single PDF document:

1. Curriculum Vitae (CV) — including any successful awards won by the Candidate, or an Organization for which the Candidate has completed applications.
2. Cover Letter — briefly outlining motivation for applying, relevant skills, and availability.
3. Contact Information — including email address and any relevant professional links.
4. Portfolio — Links to any previous applications for awards/grants. (Optional)

Applications should be sent via email to **enquiries@dmun.org** with the subject line: “Application – Public Relations Specialist (Division on Administrative Management)”

The submission is rolling and will remain open until the Foundation has selected an ideal candidate.

Only shortlisted candidates will be contacted for an interview.

The DMUN Foundation promotes equal opportunity and inclusivity in all recruitment processes. Applicants of all nationalities, gender identities, and backgrounds are strongly encouraged to apply.

If selected, you will be required to exercise utmost discretion and confidentiality on the information that you will collect or be exposed to during your mandate. No reports, papers, data, or any other material/information obtained during the mandate may be disclosed to any third party without the explicit written authorization of the Division Head.



DMUN Foundation

Secretariat of the DMUN Foundation

4th Floor, 12 Gangnamdaero 156-gil, Gangnam, Seoul, Republic of Korea

+82-10-5696-8302

enquiries@dmun.org

www.dmun.org

**IMPORTANT: THE DMUN FOUNDATION DOES NOT CHARGE A FEE AT ANY
STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW
MEETING, PROCESSING, OR TRAINING). THE FOUNDATION DOES NOT
CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.**