

# 【 NCS-Based Korea Invention Promotion Association

## Job Description : English Editor 】

Recruitment area	English Editor (Fixed -Term)	Classification system	Industry	Sub-Industry	Occupation cluster	Competency cluster
			01.Business Management	01.Business Management	01.Project Management	02.Project Management
			02.Management ·Accounting	02.General Affairs-Personnel	03.Office Administration	02.Office Administration
Job Performance details	<ul style="list-style-type: none"> <li>○ Implementation of International Intellectual Property Education contents and the editing of related materials</li> <li>○ Operation of ROK-WIPO(World Intellectual Property Office)</li> <li>○ International cooperation related projects</li> <li>○ Editing English e-learning contents and documents related to International projects</li> </ul>					
Procedure	<ul style="list-style-type: none"> <li>○ Resume Screening → Interview → Announcement</li> </ul>					
Capability	<ul style="list-style-type: none"> <li>○ Ability to edit reports and documents in English</li> <li>○ Ability to write and edit seminar speeches, Invitations and presentation documents</li> <li>○ Ability to support international conference</li> <li>○ Ability to work in English related to overseas education and promotional contents</li> </ul>					
Required Knowledge	<ul style="list-style-type: none"> <li>○ Knowledge of IP(Intellectual Property)</li> <li>○ Advanced English proficiency for official documentation and publication of reports</li> <li>○ Knowledge of social responsibility, characteristics and organizational culture of public institutions</li> <li>○ Computer skills(Hancom Office, Excel, etc.)</li> </ul>					
Required skills	<ul style="list-style-type: none"> <li>○ Professional English reading and writing skills for international seminars, brochures and etc.</li> <li>○ Problem-solving skills, Teamwork skills, Communication skills</li> <li>○ Capability to use software programs</li> </ul>					
Attitude	<ul style="list-style-type: none"> <li>○ Attitude to understand clearly the nature of assigned duty</li> <li>○ Efforts to do transparent and fair tasks and to comply with laws and regulations</li> <li>○ Cooperative mind for collaborative missions</li> <li>○ Enthusiastic attitude to achieve the objectives of the management</li> </ul>					
Basic Ability	<ul style="list-style-type: none"> <li>○ Communication Skills, Problem-solving skills, Resource management skills, Self-development skills, Interpersonal skills, Technological skills, Business Ethics</li> </ul>					
Reference	<ul style="list-style-type: none"> <li>○ <a href="http://www.ncs.go.kr">www.ncs.go.kr</a></li> </ul>					