

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