

2023 Korea Invention Promotion Association Job Opening : Native English Speaker Editor

The Korea Invention Promotion Association (KIPA), a global organization promoting the spread of invention culture and the value of the intellectual property, is seeking creative talents to lead the fourth industrial revolution.

2022. 12. 16.

Chairman.

Korea Invention Promotion Association

1. Recruitment Overview

Position	Code	Type	Number	Job Description*
Native English Speaker editor (Head office)	International 01	Fixed-term contract	1 person	<ul style="list-style-type: none"> - Global IP education contents development and distribution and English editing. - Operating IP International courses in cooperation with international organizations.

* Job Description was developed based on the NCS and can be changed depending on internal circumstances.

2. Working Conditions

Position	Code	Contract Duration	Location	Salary*
Native English Speaker editor (Head office)	International 01	2023.01.30. - 2024.01.29.**	Gangnam-gu, Seoul	About 48 million KRW

* Annual salary standard(Overtime pay Included).

** **The working period may be extended depending on the visa status, and an applicant who is not qualified for a work visa(E-7) or does not possess a F visa(F-4, F-6) may be cancelled for admission.**

3. Qualifications

Required Qualification
<ul style="list-style-type: none"> • Those who are not disqualified under the institution’s personnel regulations. • Those who completed mandatory military service or exempt from the service. • Those who are permitted to travel abroad. • Those who can start working within the appointment date. • Those who are not exceeding retirement age(61 years old). • Those who have a Bachelor’s degree or above. • Native English speakers from following countries: U.S.A, Canada, U.K, Ireland, New Zealand, Australia, or South Africa). • Those who possess or can be issued a work permit(E-7) or F visa(F-4, F-6).

4. Selection Process

Selection procedure	Selection Schedule	Results	others
Application	2022.12.16. ~ 2023.01.06.	-	-
Resume Screening	2023.01.09. ~ 2023.01.12.	Before 2023.01.13.	5 candidates
Interview	2023.01.17. ~ 2023.01.18.	Before 2023.01.20.	-
Start Work	2023.01.30.	-	-

* Notification of specific details will be given to each successful candidate.

* The above schedule may be changed due to internal circumstances.

5. Evaluation Criteria

Selection Procedure	Criteria	Pass Rate
Resume Screening	Qualitative evaluation of NCS-based CV	5 times the number of the expected openings
Interview*	Evaluation of Specialty skills and required knowledge with an oral interview.	Final Candidate 1 person

* **Interview will be conducted offline, and applicants must attend it**

6. Merit Points

Type	Target	Incentives
Registered Disabled Person	Persons who are registered as disabled persons under the 「Act on the employment promotion and vocational rehabilitation of persons with disabilities」	Severe : 10% of total points Mild : 5% of total points
Employment support*	Persons who obtain merit points pursuant to Article 31 「Act on the honorable treatment of and support for persons of distinguished service to the state」	5%~ 10% of total points by type

- * Merit points will not be allocated due to fewer than 3 persons of expected vacancies for the position.
 - If the number of applicants is the same or less than the openings, Merit points will be allocated.
 - If there are candidates who have the same points, the priority selection will be taken according to the related law and the institute regulations.
- ** Merit points can be stacked but may not surpass 10 points per applicant.

7. Application Registration

- Application Period : 2022.12.16. ~ 2023.01.06.
- Deadline : 2023.01.06. at 18:00 KST (**Applications not accepted after the deadline**)
- How to apply: application by email
 - Please submit your CV and application forms attached to apply@kipa.org
 - ※ The application form can be submitted only once (unable to modify and multiple receipts)
 - ※ **Applications by courier or in person will not be accepted, please refer to the attached**
 - ※ Email title should be as "KIPA_EditorApplication_Applicant Name" (e.g. KIPA_EditorApplication_John Smith)
- Contact Us - Inquiry
 - Planning & Coordination Dept. 02-3459-2740 / apply@kipa.org

8. Required Documents

<Precautions of documents>

[Common documents]

- Applicants may be asked to verify all details (Education, Certificate, Career, etc.) of their application.
- Applicants should submit original copies and could be requested to verify the authenticity of the documents.
- Documents need to be submitted no later than 90 days from the final notice of recruitment.
- Failure to issue the supporting documents may result in disqualification and acceptance will be withdrawn.

[Certificates, Degree, Diploma or Provisional degree]

- Only Valid qualifications before the final notice of recruitment could be admitted.

[Career Certificate]

- Career certificates should be submitted with the details of job descriptions and the date of joining and leaving the company. Only a copy of the seal of the head of the agency is acknowledged.
- Career certificates should be submitted with an Employment insurance coverage qualification history statement (or Health Insurance Acquisition Certificate).

* Submitted documents will only be used for the screening purposes, and will not be provided to the evaluators.

○ Supporting Documents

Category	Type	Supporting Documents
Interviewee	Qualification of additional points	<ul style="list-style-type: none"> • (If requested) Certificate of Disability • (If requested) Certificate of Employment support
	Qualification of applying	<ul style="list-style-type: none"> • (If requested) Certificate of Degree (Apostille or Legalization required) • (If requested) Certificate of Alien Registration or Certificate of Fact on Domestic Residence
Final Candidate	Verifying the authenticity	<ul style="list-style-type: none"> • Original documents of pre-submitted application • Evidential documents of the application • University Graduation Certificate • Employment Certificate*, Employment insurance coverage qualification history statement (Or Health Insurance Acquisition Certificate) <p>* In order to determine the relevance of the job field, the job description is necessary</p>

* Submitted documents will only be used for the screening purposes, and will not be provided to the evaluators.

- Any personal and non-work related information such as physical condition, place of birth, marital status, property formation, family members, academic background, and name etc. should be excluded from the resume or application form to prevent discrimination.
- 「Act on anti-corruption and the establishment and operation of the anti-corruption & civil rights commission」 Forged or alteration of all or part of the submitted documents such as application forms will result in the cancellation of the acceptance of the applicant and will limit the applicant's ability to apply for the next 5 years.
- KIPA does not accept any requests of favor for personnel recruitment, and doing so may result in disadvantages when recruiting.
- Failure to issue the supporting certificates and documents related to the pre-submitted application may result in withdrawal of final appointment and employment.
- Inadequate application form usage or missing document will lead to disqualification.
- Applicant's acceptance may be canceled due to the results of KIPA's personnel regulations, physical examination, and/or security check. Inability to obtain a work visa (E-7) from the aforementioned, or if the applicant does not possess a F visa (F-4, F-6) may also result in cancellation of admission.
- Admission may not be given if there are no qualifying applicants.

- Appeals to the results must be directed to apply@kipa.org within 5 days of the announcement of the result.
- Details of the application cannot be changed after the deadline, and original documents may be returned if requested within 3 months after the announcement of the admission.
- A job applicant may request KIPA to return his/her hiring documents submitted pursuant to Article 11 of the Fair Hiring procedure Act. However, this will not apply where the hiring documents were submitted via e-mail.
- Applications of disqualified candidates will be discarded immediately after the end of the recruitment process.

[Appx.1] Recruitment Results Appeals Form

Recruitment Results Appeals Form

Doc. No.		Applied Area	
Name		Email	
Date of Birth		Mobile No.	
Appeals Stage	Application Screening [] , Interview Stage []		
Factual Grounds	Please specify the date, time, place, subject, and situation.		
Complaint / Objection / Appeals	Please specify the reasons for the complaint (reason, basis).		
Demands Requested	Please specify the details of your demands.		

I confirm that there is no falsity in the above contents and apply for appeals to the employment results.

202

.....
Applicant (signature)

Chairman
Korea Invention Promotion Association

Nota Bene
<ol style="list-style-type: none"> 1. Please fill out only the appeals related to the rejection of the selection process. 2. Please clarify the facts by stating, why, what, where, who, when. 3. Replies will be sent via email or contact listed above. 4. Please note that any inquiries other than the appeals for rejection will not be answered. 5. Please note that depending on the length of the validity period, the answer may be delayed. 6. Please note that we will not be able to respond to complaints or information requests from others.

[Appx.2] Application

Application: English Editor / Proofreader

1. Personal Information

Position	Native English Speaker Editor						
Name							
Nationality							
Visa							
Address							
Mobile No.				Email			
Registered Disabilities (RoK)	Y () N ()	Grade		Type		Details	
Employment Support Eligibility (RoK)	Y () N ()	P&V No.		P&V Type		P&V Relations	

2. Education

Highest Level of Education Completed	Major / Specialty

3. Certifications

Certificate Name	Issuance Number	Issuing Organization	Date
<i>May add additional rows if needed</i>			

4. Employment History

Employer	Employment Dates	Position	Responsibilities
<i>May add additional rows if needed</i>			

※ Further details can be included in your cover letter

Cover Letter

Name	Position
	Native English Speaker Editor

※ Please describe your reasons for applying as well as any relevant skills that make you a good candidate for this job.
(No word limit)

Consent to Collect, Utilize, and Disclose Personal Information

The Korea Invention Promotion Association places great importance on the protection of applicants' personal information, and is doing its best to assist applicants in securing its privacy. In accordance with the related laws and regulations, we inform you with the following.

※ Application for the recruitment will only be accepted if you agree to all of the following criteria.

1. Basic Personal Information Collection and Utilization

Items of Personal Information Collection	Name, address, current affiliation, contact, academic background, experience and qualifications, etc.
Purpose of Personal Information Collection and Usage	The Korea Invention Promotion Association will use the applicant's personal information only for the following purposes, and the collected personal information will not be used for any purpose other than recruitment. 1. Screening to decide whether to pass the applicant during the recruitment process (Career, qualifications, academic history) 2. Notification to applicants on their status of application (acceptance etc.) 3. Other Recruitment Related areas
Retention Period of Personal Information	The applicant's personal information will be discarded on year after the end of the recruitment period.
Refusal Right and Disadvantages of Refusal	Applicants have the right to refuse the consent to the above, and we hereby inform you that refusing to consent may present a limit to the recruitment process.

※ KIPA will not use collected information for anything other than the intended purpose. If the applicant wants to refuse KIPA the permission to use the collected information, he or she may request perusal, revision, and elimination of his or her personal information to the chief manager.

I consent to the collection and utilization of my personal information as described above in accordance with the relevant laws of the Personal Information Protection Act.

Agree Disagree

2. Provision of Personal Information

Provided to	- Korean Intellectual Property Office and other career, qualification, and academic verification institutions
Purpose of Use	- Identity inquiry, and career, qualification, and academic confirmation
Items of Personal Information to Provide	Collected personal information

I consent to the collection and utilization of my personal information as described above in accordance with the relevant laws of the Personal Information Protection Act.

Agree Disagree

202

Name:

(Signature)