

Korea Invention Promotion Association

Native English Speaker Editor Job Opening

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

2019. 1. 25
Chairman

Korea Invention Promotion Association

1 Job Opening and Qualifications

- Type of Employment : Fixed Term Contract
- Job Opening

Position	Number	Job Description
English Editor	1 person	<ul style="list-style-type: none"> ○ Editing English e-learning contents such as the development of the revised IP Panorama ○ Implementation of International Intellectual Property Education content and the editing of related materials ○ Operation of ROK-WIPO joint international intellectual property curriculum ○ Operation of Domestic University Intellectual Property Curriculum ○ Other international cooperation related projects

- Requirements and Preferred Qualifications

Type	Description			
Requirements	<ul style="list-style-type: none"> ○ English native speakers with a bachelor's degree or above (Only from countries where the native language is English) 			
Preferred Qualifications	<ul style="list-style-type: none"> ○ Expertise with MS(Word, Excel, Power Point) and Photoshop ○ MA in Education, English, IP Law or related fields ○ Effective in written and oral communication, presentations and seminars ○ Working knowledge of Korean 			
Merit Points	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;">Registered Disabled person</td> <td style="width: 55%;">Persons who are registered as disabled persons under the Act on the Promotion of Employment of Persons with Disabilities and the Vocational Rehabilitation Act</td> <td style="width: 30%; text-align: center;">Severe : 10% of total points Mild : 5% of total points</td> </tr> </table> <p>※ In the case of recruitment with fewer than 3 employees, the merit points will not be awarded. However, if there are 2 or more candidates with a tie, they will be selected according to the regulations of the Korea Invention Promotion Association and the law of honor and support of national meritorious persons.</p>	Registered Disabled person	Persons who are registered as disabled persons under the Act on the Promotion of Employment of Persons with Disabilities and the Vocational Rehabilitation Act	Severe : 10% of total points Mild : 5% of total points
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*** Those who are unable to obtain a work permit (E-7) or if you do not already possess an F visa, your acceptance may be cancelled.**

Application Process

- Application Period : January 25, 2019 ~ February 22, 2019 18:00
- How to apply : application by email
 - Please hand in your CV letter and attached applications to apply@kipa.org
 - ※ Applications by courier or in person will not be accepted, please refer to the attachment files.
- Application Deadline : February 22, 2019 18:00 (Not accepted after the deadline)
 - We will only accept those applications that have been completed and sent by the deadline by email.
- Documents to be submitted : If 1 or more documents are missing from the list below, the application will not be accepted.
 - ① 1 copy of the Application form (prescribed form [attachment 1])
 - ② 1 copy of the Cover Letter (prescribed form [attachment 2])
 - ③ 1 copy of the Consent to collect, utilize, and disclose personal information (prescribed form [attachment 3])
 - ④ 1 copy of Certificate of Alien Registration or Certificate of Fact on Domestic Residence (For eligibility check)
 - ⑤ 1 copy of University Graduation Certificate (For eligibility check)
 - ※ Proof of career and other documents should be submitted only by successful candidates (method and deadline will be announced separately before the interview stage)
- Contact
 - 02-3459-2852, 2784
 - apply@kipa.org
 - International Development Cooperation Division
 - Korea Invention Promotion Association

3 Selection Process

Selection Procedure	Selection Schedule	Results	others
Application	Jan. 25 ~ Feb. 22 18:00	-	
Resume Screening	Feb. 25 ~ Feb. 27	Before Feb. 28	5 candidates
Interview	Mar. 5 ~ Mar. 7	Before Mar. 12	
Start Work	March 2019	-	

- ※ Notification of specific admission details will be given to each candidate
- ※ The above schedule may be changed due to unforeseen circumstances

4 Working Conditions

Category	Details
Contract Duration	· 1 year from contract date
Salary	· Calculated considering the applicants previous experiences / 4 major social insurance
Working Conditions	· 5 days a week, 40 hours (Mon~Fri, 09:00~18:00)
Location	· 17F, Korea Intellectual Property Service Center 131 Teheran-ro, Gangnam-gy, Seoul, Korea, 06133

5 Others

- 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 applicants ability to apply for the next 5 years.
- Appeals to the results must be directed to apply@kipa.org within 5 days of the announcement of the result.
- Applicants acceptance may be cancelled due to the results of Korea Invention Promotion Association's personnel regulations,

physical examination, and/or security check. Inability to obtain a workable visa (E-7) from the aforementioned or any other reasons, or if the applicant does not possess an F visa may also result in cancellation of admission.

- Admission may not be given, if there are no qualifying applicants
- 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
- The Korea Invention Promotion Association does not accept any requests of favor for personnel recruitment, and doing so may result in disadvantages when recruiting

[attachment1] prescribed application form

[attachment2] prescribed CV letter form

[attachment3] consent to collect, utilize, and disclose personal information

[attachment4] prescribed Recruitment Result Appeals form