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| **Recruitment of Global Saemaul Undong Coordinators for 2018** |

 ☐ Summary of Recruitment Plan

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| **○ Recruiter: Korea Saemaul Undong Center****○ Number of positions available: one per country****(could be two, depending on the activity level of the given country)****○ Number of countries: 11 (countries in cooperative relations with Korea)****- Asia (7):** Mongolia, Nepal, Timor Leste, Kyrgyzstan, Laos, Myanmar, and Cambodia**- Oceania (1):** Papua New Guinea**- Africa (3):** Uganda, Tanzania, and Burundi○ **Employment period:** 10 months (March 1, 2018 ~ December 31, 2018)○ **Starting time:** March 2018 (scheduled)**○ Roles and Responsibilities of a Saemaul Undong Coordinator**- Advise local villagers on Saemaul Undong projects- Monitor Saemaul Undong project sites regularly or as needed (regarding execution of project budget)- Select and nominate Saemaul Undong trainees through cooperation with the Korean embassy, local government, and villagers- Keep records of the performance and progress of the Saemaul Undong projects in each village (including guidance on project budget execution)- Cultivate local Saemaul Undong organizations and provide advice regarding their management - Submit a Saemaul Udong activity report every month and other reports as needed to the Korea Saemaul Undong Center- Provide support for other matters upon the request of the Korea Saemaul Undong Center and related organizations in Korea- Conduct Saemaul Undong training and promotional activities for local residents |

**☐ Eligibility**

○ **(Basic requirements)** Local residents (Korean or native\*) of countries participating in Global Saemaul Undong who are in good mental and physical health

\*Native residents may apply either in response to individual recruitment notices or via nomination by a Korean embassy or the government of the aid-recipient country.

○ **(Required)** Individuals who have a deep understanding of and enthusiasm for Saemaul Undong\*

\* Saemaul Undong Coordinators should be able to remain **dedicated to their work under the Saemaul Undong spirit and have no strong personal preferences and/or tendencies** related to politics, commerce, religion, etc.

○ **(Optional)**

- Applicants with experience and/or careers related to international development, international volunteer service, or Saemaul Undong shall be given preferential consideration.

- Individuals able to communicate in English and the given local language

**☐ Selection process**

○ **(Document review)** Language proficiency (English and local language), related work experience (including international development and Saemaul Undong activities), and personal history statement (reasons for applying, previous work experience, etc.)

○ **(Interview)** If a selection cannot be made based on the document review alone, interviews over the phone or via video conference and further document review (responsibilities execution plan, level of understanding of Saemaul Undong projects, etc.) shall be conducted.

**☐ Submission of application**

○ Period: January 2-31, 2018 (30 days)

○ Applications are to be submitted to the officer in charge via email.

- Related documents must be attached in PDF or JPG file format.

○ Submit to:

- International Cooperation Bureau, Korea Saemaul Undong Center (Officer in charge: Jo Jung Bum, Phone: +82 31 620 2346, **Email: jojungbum@naver.com**)

**☐ Documents to submit**

1. Application

2. Personal history (with a focus on related work experience)

3. Related certificates of qualification (if applicable)

※ Applications and related documents **must be submitted no later than the deadline**. Please note that submitted documents will not be returned.

**☐ Selection Schedule**

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| **Date** | **Details** |
|  January 2-31, 2018 |  Receipt of applications  |
|  February 1-15, 2018 |  Document review (and interview if necessary) |
|  February 16, 2018 |  Announcement of selected applicants (will be notified individually by phone or email) |
|  February 28, 2018 |  Submission of documents necessary for appointment of Saemaul Undong Coordinator (including written oath) |
|  March 1, 2018 |  Commencement of activities as Saemaul Undong Coordinator |
|  March 2018 |  Invitational training for Saemaul Undong Coordinators  - Venue: Saemaul Undong Academy |

※ The above schedule is subject to change depending on the circumstances of the Korea Saemaul Undong Center.

**☐ Provision of expense allowances**

○ All expenses related to transportation, office supplies, and meetings necessary for the activities of the Coordinators shall be reimbursed.

○ The total monthly expense allowance shall range from KRW 200,000 to 940,000, depending on the level of participation of the given country and the number of villages managed.

※ In the case of native residents working as Coordinators, expense allowances shall be adjusted based on the income level of the given country.

**☐ Other matters**

○ Successful applicants will be notified of their selection and all necessary follow-up procedures **via phone or email on an individual basis**.

(In principle, individuals will be contacted by phone. However, in cases where making contact by phone is difficult (due to geographic reasons, etc.), successful applicants will be notified via email.)

○ The **address, phone number (including mobile phone number), and email address listed** on the application **need to be correct to ensure that the applicant can be contacted successfully**.

○ In cases where it is found that a Saemaul Undong Coordinator is using his or her position to seek personal gain or undermine the reputation of Saemaul Undong in any way during his or her employment period, said Coordinator shall be terminated unilaterally by the Korea Saemaul Undong Center, regardless of the time remaining in the employment period.

○ In cases where it is found that a Saemaul Undong Coordinator has caused damages to the properties of model villages (countries), the government of the Republic of Korea, and/or the Korea Saemaul Undong Center during his or her employment period, either intentionally or due to grave negligence, said Coordinator shall be terminated and may be held liable for such damages in accordance with civil and/or criminal law.

**☐ Contact**

**○ Korea Saemaul Undong Center**

- Address: (Postal code: 13575) 257 Saemaeul-ro, Bundang-gu, Seongnam-si, Gyeonggi-do, Republic of Korea

Assistant Manager Jo Jung Bum, International Cooperation Bureau, Korea Saemaul Undong Center

- Phone: +82 31 620 2346, Fax: +82 31 620 2349

- Email: jojungbum@naver.com

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| **Application for Saemaul Undong Coordinator for 2018**  | Photo(3×4cm) |
| Desired country of employment |  | Recommending institution |  |
| Name | (Hangul) | Date of birth |  |
| (English) | Email |  |
| Phone | (Home) | Mobile phone |  |
| Address |  |
| Emergency contact | (Including name of contact person) |

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| Education | Admission date | Graduation date | School name and major |
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| Career | Work period | Company name | Position | Responsibilities |
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| Qualifications/licenses | Title | Acquisition date | Foreign language | Language  | Writing | Speaking |
|  |  |  | High, middle, low | High, middle, low |
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| Reference | Relation | Name | Institution | Division | Position | Awards | Name of award | Institution | Date  |
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| Family | Relation | Name | Age | Comments (residence: in Korea or overseas) |
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**■ Personal history (One or two A4-sized pages)**

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| **1. What are your reasons for applying for this position?** |
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| **2. Career, etc.** |
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I hereby declare that the information I have provided above is true and correct to the best of my knowledge.

January \_ \_\_\_\_, 2018

Applicant: (seal)