GSEF SECRETARIAT ANNOUNCEMENT - 001

**CAREER OPPORTUNITY AT THE GSEF**

‘GSEF’, an international association to promote an exchange of experiences and good practices for resolving social problems and promoting international solidarity in the field of SSE(Social and Solidarity Economy) through partnership between civil SSE organizations and local governments, is looking for an experienced and motivated staff to promote SSE. GSEF encourages many enthusiastic candidates to apply for this position.

February 15, 2021

GSEF Secretariat

1. **Position:** Program Officer
2. **Vacancy:** one position at the GSEF Project Team
3. **Main tasks**
* Planning and Execution of GSEF bi-annual Global Forum
* Development and Implementation of International Cooperation Project
* Planning and Execution of the Policy Dialogues in Asia, Europe and Africa, training and capacity building programs, networking events etc.
* Supporting Research projects in collaboration with international organizations
* GSEF membership management / PR for GSEF activities / communication support / other misc. tasks
* GSEF General Assembly and Steering Committee related supporting work
1. **Requirements**
* At least two years of experiences in the field of social economy or relevant fields (for those who hold undergraduate degree)
* Bachelor’s Degree in Social Economy or relevant fields (Business management, Economics, International Law, Public Administration, Marketing, International Cooperation, International Relations, Communications etc.);
* Native level of proficiency in English
* Good level of written and spoken Korean
* No restrictions for international traveling
* *Prior Experiences in organizing international conferences / events is desirable*
* *Prior Experiences in developing and executing international cooperation programs is an asset*
* *Prior Experiences in working for or with social economy organizations/ International organization /* *Non-profit organization is desirable*
* *Capability of networking actively with other national and international organizations is desirable*
* *Good in written and spoken other language is an asset*
* *Experiences in working in a global setting is an asset*
1. **Contract Terms**
* Contract duration: two years (including probation period of 3 months, The contract is renewable)
* Working hours: 09:00 ~ 18:00 (5 days a week)
* Working location: GSEF Secretariat (Seoul, Republic of Korea)
* Salary: 30,000,000 KRW ~ 35,000,000 KRW per annum (including Korean national pension, industrial accident compensation insurance, employment insurance and national medical insurance coverages)

*\* Final salary scale will be decided through negotiation by taking candidate’s experiences into considerations.
\* For a foreign national, there is no additional financial support for relocation of the candidate and their family to Korea*

6. **Recruitment process and document requirements**

Application timeline

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| --- | --- |
| 1) Vacancy announcement & application opening | **15~26 Feb** (12 days) |
| 2) Application closing | **26 Feb (by 23:59 KST)** |
| 3) 1st round : document screening (based on education, experience) Announcement for short listed candidates for interviews | **2~8 Mar**(Document Screening) |
| 4) 2nd round: in person interview | **9~12 Mar** |
| 5) Announcement for successful candidate & signing the contract | **15~19 Mar**  |

**-** Announcement for the vacancy: 15 (Mon) ~ 26 (Fri) February, 2021(12 days)
*\* Application closing on* ***26(Fri) Feb, 23:59* KST**

- Application submission: via email (hr@gsef-net.org)

- Document requirements

1. an application form (please find the attachment)\*\*
2. a cover letter (including motivation for the position, max 1,500 words)
3. a certificate of university degrees and transcripts
4. a proof of career certificates
5. a proof of other misc. certificates and supporting documents

*\* All documents should be in English in principle but certificates can be submitted both in English and Korean*
*\* Items 1 and 2 are required to be submitted when submitting the application, and items 3.4.5 must be submitted at the interview when selected for the interviews.*

- Screening and selection
1st round screening - document based: 8 (Mon) March, five short listed candidates
2nd round screening - in person interview: 9 (Tue) ~ 12 (Fri) March, Secretariat will contact successful candidates individually

7. **Misc.**

* For those intend to apply for the position should submit all the required documents by email before the closing date of the application
* All candidates should check whether they meet all the requirements of the position
* If there is no successful candidate, the Secretariat will not fill the vacancy and if there is any grounds for disqualification of successful candidate, the contract can be nullified
* Please indicate candidate’s exact contact information such as email address and mobile phone number
* Any further questions regarding the position and recruitment process, please contact the GSEF Secretariat via hr@gsef-net.org

Attachment: GSEF Application form

APPLICATION FORM

|  |
| --- |
| 1. PERSONAL INFORMATION |
|  |
| APPLYING POSITION |  |
| NAME |  | DATE OF BIRTH |  |
| NATIONALITY |  | GENDER |  |
| CONTACT |  | (EMERGENCY CONTACT) |  |
| ADDRESS |  |
| E-MAIL |  |
| PASSPORT INFORMATION | PASSPORT NUMBER | DATE OF EXPIRATION | DATE OF ISSUE |
|  |  |  |
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| 2. EDUCATION |
|  |
| DEGREE/ CERTIFICATE | DURATION | INSTITUTE | MAJOR COURSE OF STUDY |
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| 3. PRESENT WORK |
|  |
| ORGANIZATION NAME |  |
| POSITION |  |
| ROLE |  |

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| --- |
| 4. PROFESSIONAL EXPERIENCE |
|  |
| DURATION | ORGANIZATION NAME | POSITION | JOB DESCRIPTION |
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| 5. LANGUAGE SKILL |
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| ENGLISH | SPEAKING: □ FLUENT □ EXCELLENT □ GOOD |
| WRITING: □ FLUENT □ EXCELLENT □ GOOD |
| KOREAN | SPEAKING: □ FLUENT □ EXCELLENT □ GOOD |
| WRITING: □ FLUENT □ EXCELLENT □ GOOD |
| FRENCH or SPANISH | SPEAKING: □ FLUENT □ EXCELLENT □ GOOD |
| WRITING: □ FLUENT □ EXCELLENT □ GOOD |
| OTHERNAME OF LANGUAGE : | SPEAKING: □ FLUENT □ EXCELLENT □ GOOD |
| WRITING: □ FLUENT □ EXCELLENT □ GOOD |
| 6. OTHER ACTIVITIES |
|  |
| INSTITUTION | DURATION | ACTIVITY DESCRIPTION |
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|  |  |  |
| I hereby certify that the above information given are true and correct.Date: Applicant: (Signature) |

Personal Statement

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| --- | --- |
| Name  |  |
|  |
|  |

Privacy Policy Agreement Form

GSEF Secretariat hereby intends to collect personal information as follows for the employee recruitment.

|  |  |
| --- | --- |
| Purpose of the personal information collection | Recruitment of employees |
| Items of the personal information collection  | Basic information/address/contact number/other provided personal information  |
| Duration of the retention and use of the personal information  | Disposal within 30 days after recruitment  |
| Right to refuse to provide personal information and disadvantages or limitations in case of refusal | You have the right to refuse to consent to the provision of your personal data, and if you do not consent, your application cannot be accepted.  |

Do you consent? (example: yes or no to write) : [ ]

※ The information will only be utilized for the purpose above mentioned, and in case of refusal of the use of the already provided information, you may request the personal information manager or person in charge for the disposal of your personal information.
According to the [Personal Information Protection Act] and other relevant laws, I agree to the collection and use of personal information as above.

Date:

Name:

Signature: