

# Global Social Economy Forum Secretariat Staff Employment Notice (Draft)

Global Social Economy Forum (GSEF) is a global network established in 2014 to systematically develop the social economy and resolve the local issues, such as creating jobs and promoting fair growth, by creating a global solidarity between social economy organizations and municipal governments. GSEF Seoul Secretariat is looking for the talented persons who will add a value to the organization as follows.

April 23, 2015  
GSEF Seoul Secretariat

## 1. Positions

Positions	Major Roles (including the followings, but not limited to)	No. of Persons
Secretary General	<ul style="list-style-type: none"> <li>- General administration and human resources management for the GSEF Secretariat</li> <li>- Recruitment, promotion and management of GSEF members</li> <li>- Hosting of GSEF General Assembly and Steering Committee meetings</li> <li>- Establishment and implementation of business plans</li> <li>- Establishment of networks and working relationships with other international organizations</li> <li>- Making decisions on major issues within the Secretariat</li> </ul>	1 person
Head of Business Team	<ul style="list-style-type: none"> <li>- Establishment of business plans and exploration of new businesses opportunities</li> <li>- Implementation of interchange and cooperation between the GSEF member cities and organizations</li> <li>- Development and implementation of joint projects with other international organizations (including those which entered into the MOUs)</li> <li>- Development of capacity-building programs, such as training sessions and programs, etc.</li> <li>- Public relations and marketing activities, such as operation of the GSEF on-line platform</li> <li>- Other businesses of Business Team</li> </ul>	1 person
Team Staff	<ul style="list-style-type: none"> <li>- Recruitment, promotion and management of GSEF members</li> <li>- Preparation for GSEF General Assembly and Steering Committee meetings</li> <li>- Implementation of interchange and cooperation projects between the GSEF members and other international organizations</li> <li>- Public relations and marketing activities, such as management of the GSEF on-line platform</li> <li>- Collection and management of annual membership fee</li> <li>- Implementation of other GSEF businesses and translation</li> </ul>	2 persons

## 2. Qualifications

### 1) Secretary General

- Bachelor's degree or higher in the area of social economy or other related areas (management, economy, international law, public administration, marketing, international development and cooperation, international relationship, communication, etc.);

- Working experience of 3 year or longer at an organization related to social economy, any international organization or any non-profit organization;
- Experience of at least 10 years or longer in the area of social economy or other areas related thereto, with the excellent ability to handle businesses and the native speaker level command of English;
- Able to present his/her experience with and a success case of establishing and operating an organization, developing a strategy, implementing a joint project with other organization, procuring resources, etc.;
- Must be able to travel overseas;
- The one with working experience in the area of social economy preferred;
- The one with overseas experience (study or work abroad, etc.) preferred.

## 2) Head of Business Team

- Bachelor's degree or higher in the area of social economy or other related areas (management, economy, international law, public administration, marketing, international development and cooperation, international relationship, communication, etc.);
- Working experience of 5 years or longer in the area of social economy and other areas related thereto, after having acquired a master's degree;
- Working experience of 7 years or longer in the area of social economy or other areas related thereto, after having acquired a bachelor's degree;
- Working experience of 1 year or longer at an organization related to social economy, any international organization or any non-profit organization;
- The one with rich experience in planning and implementing cooperative businesses or joint projects with domestic or foreign organizations;
- The one who can present successful intra-membership communication strategies and cases;
- The one with the excellent ability to handle businesses and the native speaker level command of English;
- Must be able to travel overseas;
- The one with working experience in the area of social economy preferred;
- The one with overseas experience (study or work abroad, etc.) preferred.

## 3) Team Staff

- Bachelor's degree or higher in the area of social economy or other related areas (management, economy, international law, public administration, marketing, international development and cooperation, international relationship, communication, etc.);
- Working experience of 1 year or longer in the area of social economy and other areas related thereto, after having acquired a master's degree;
- Working experience of 3 years or longer in the area of social economy and other areas related thereto, after having acquired a bachelor's degree;
- The one with rich experience in handling businesses related to international relationship and events;
- The one with the excellent ability to handle businesses and the native speaker level command of English;
- Must be able to travel overseas;
- The one with working experience in the area of social economy preferred;
- The one with overseas experience (study or work abroad, etc.) preferred.

## 3. Working Conditions

- Contract period: no longer than 2 years (including the probation period, with the possibility of contract extension)

※ The Head of Business Team and staffs of Business Team will be subject to a 3-month probation period, during which the 90% of normal monthly pay will be paid.

- Working hours: 09:00 ~ 18:00 (5 days a week)
- Annual wage (Exact annual wage to be negotiated based on the successful candidate's specific background)
  - Secretary General: KRW 75 ~ 80 million (including social insurances)
- ※ In the case of a non-Korean person residing in a country other than Korea, Secretary General may consider providing a portion of living allowance, depending on the circumstances.
  - Head of Business Team: KRW 45 ~ 50 million (including social insurances)
  - Staff: KRW 30 ~ 35 million (including social insurances)
- ※ No additional relocation support for the successful candidate and his/her family will be provided to a foreigner residing outside Korea.
- Annual paid leave: 21 days per year

#### 4. Hiring Process

- Notice and application period
  - Notice and application period: April 23 (Trs.) ~ May 7 (Trs.) (2 weeks)
- ※ Application submission is due by 23:59 on May 7 (Thu.), Seoul Standard Time
  - **Submission method: by e-mail (to [kjin81@seoul.go.kr](mailto:kjin81@seoul.go.kr))**
  - Documents to be submitted
    - Application
    - Cover letter (including a statement as to why the candidate applied for the job) - 1 copy
    - Certificate of scholastic attainment and transcript from the final educational institution - 1 copy
    - Career certificate - 1 copy
    - Other certificates, such as licenses, permits, etc. - 1 copy each
  - ※ All documents must be submitted in both Korean and English
- Screening and selection
  - Document screening: May 8 (fri.) ~ 11 (Mon.)
  - Interview
    - For the Secretary General and the Head of Business Team: May 13 (Wed.) at the 7th Floor, The Exchange, 21, Mugyo-ro, Jung-gu, Seoul, Korea
    - For the Staff: May 14 (Trs.) at the 7th Floor, The Exchange, 21, Mugyo-ro, Jung-gu, Seoul, Korea
    - At the interview, the English fluency and qualifications will be reviewed.

#### 5. Others

- The candidate must submit all required documents within the due date.
- Please thoroughly review your qualifications before applying for the position.
- The Secretariat may not hire anyone when there is no candidate suitable for the applicable position, and the hiring of a candidate may be canceled even though the hiring notice is made, if any disqualifying cause is identified during the physical examination, scholastic attainment review, criminal background check, etc.
- Please make sure the accurate e-mail address and mobile phone number is indicated in the application.
- For other inquiries, please contact:
- Kyung-jin Jung, GSEF Secretariat (Tel: +82-2-2133-5487)