**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 a 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.

September 8, 2021

GSEF Secretariat

1. **Position:** Program Team Manager
2. **Main tasks**

* GSEF Secretariat project planning and development of new projects
* GSEF member management / international networking & communication and planning of collaboration projects
* Planning and promotion of international development cooperation projects with domestic and foreign Organizations (including the organizations who signed MOU with GSEF Secretariat)
* Preparation of Steering Committee, Advisory Committee, and General Assembly
* Overall management of Program Team’s all projects

1. **Requirements**

* Bachelor’s Degree in Social Economy or relevant fields (Business management, Economics, International Law, Public Administration, Marketing, International Cooperation, International Relations, Communications, etc.)
* At least **four** years of experience in the field of social economy or relevant fields (for those who hold master’s degree); or at least **six** years of experiences in the field of social economy or relevant fields (for those who hold bachelor’s degree)
* Extensive work experience in projects planning, implementation of cooperation and collaboration with national and international partners and organizations
* Ability to present communication strategy and programs for members
* Native level of proficiency in English
* Good level of written and spoken Korean
* No restrictions for international traveling
* *Prior Experience in organizing international conferences/events is desirable*
* *Prior Experience in developing and executing international cooperation programs is an asset*
* *Prior Experience in working for or with social economy organizations/ International organizations /* *Non-profit organizations is desirable*
* *Active networking skill with domestic and international organizations is desirable*
* *Good level of written and spoken other language is an asset*
* *Experience working in a global environment is an asset*

1. **Contract Terms**

* Contract period: one year (including probation period of 3 months, the contract is renewable)  
   *\* 90% of monthly salary will be paid during the 3 month probation period*
* Working hours: 09:00 ~ 18:00 (5 days a week)
* Working location: GSEF Secretariat (Seoul, Republic of Korea)
* Salary: 45,000,000 KRW ~ 50,000,000 KRW per annum (including Korean national pension, industrial accident compensation insurance, employment insurance, and national medical insurance coverages)

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

5. **Recruitment process and document requirements**

- Application timeline

|  |  |
| --- | --- |
| 1) Vacancy announcement & application opening | **8 ~ 24 Sep** (17 days) |
| 2) Application closing | **24 Sep (by 23:59 KST)** |
| 3) 1st round : document screening (based on education, experience) Announcement for short listed candidates for interviews | **27 Sep~8 Oct** (Document Screening) |
| 4) 2nd round: in person interview | **13~15 Oct** |
| 5) Announcement for successful candidate & signing the contract | **20~29 Oct** |

*\** Announcement for the vacancy: 8 (Wed) ~ 24 (Fri) September, 2021(17days)  
*\* Application closing on* **24(Fri) Sep, 23:59 KST**

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

- Document requirements

1. Application form (please find the attachment)
2. English cover letter (including motivation for the position, max 1,500 words)
3. Certificate of university degrees and transcripts
4. Proof of career certificates
5. Proof of other certificates or supporting documents

*\* Application and certificates can be submitted both in English and Korean*  
*\* Items 1 and 2 are required to be submitted when applying, and items 3.4.5 must be submitted by e-mail before the interview only for those who have passed the 1st document screening.*

- Screening and selection  
1st round screening - document based: 27(Mon) September~8 (Fri) October, five short listed candidates  
2nd round screening - in person interview: 13 (Wed) ~ 15 (Fri) October, Secretariat will contact successful candidates individually

6. **Misc.**

* For those intending 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 are any grounds for disqualification of the successful candidate, the contract can be nullified
* Please indicate the 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 | |  | | |
| PHONE NUMBER |  | | (EMERGENCY CONTACT) | |  | | |
| ADDRESS |  | | | | | | |
| E-MAIL |  | | | | | | |
| PASSPORT INFORMATION | PASSPORT NUMBER | DATE OF EXPIRATION | | | | ISSUING COUNTRY | |
|  |  | | | |  | |
|  | |  | | | |  | |
| 2. EDUCATION | | | | | | | |
|  | | | | | | | |
| DEGREE/ CERTIFICATE | PERIOD | EDUCATIONAL  INSTITUTION | | MAJOR | | | **DEGREE** |
| e.g.) 2010.3.2. ~ 2014.2.15 | OO University | | International Relation | | | Bachelor of Art |
|  |  | |  | | |  |
|  |  | |  | | |  |
|  | | | | | | | |
| 3. PRESENT WORK | | | | | | | |
|  | | | | | | | |
| NAME OF COMPANY |  | | | | | | |
| POSITION |  | | | | | | |
| EMPLOYMENT PERIOD | e.g.) 2020. 2. 1. ~ Present(1Y 8M) | | | | | | |
| WORK SCOPE/  RESPONSIBILIES |  | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4. PROFESSIONAL EXPERIENCE | | | | |
|  | | | | |
| EMPLOYMENT PERIOD | NAME OF COMPANY | | POSITION | RESPONSIBILIES |
| e.g.) 2015.1.~2016.2.  (1Y 2M) |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  | | | | |
| 5. LANGUAGE SKILL | | | | |
|  | | | | |
| 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 | | |
| OTHER  NAME OF LANGUAGE | | SPEAKING: □ FLUENT □ EXCELLENT □ GOOD | | |
| WRITING: □ FLUENT □ EXCELLENT □ GOOD | | |
| 6. OTHER ACTIVITIES | | | | |
|  | | | | |
| INSTITUTION | | PERIOD | | ACTIVITY DESCRIPTION |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
| I hereby certify that the above information given are true and correct.  Date:  Applicant: (Signature) | | | | |

Personal Statement

|  |  |
| --- | --- |
| 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: