**Recruitment Notice for 1 Full-time employees (Korean Cultural Center in Hong Kong)**

Korean Cultural Center in Hong Kong is looking for dedicated and energetic individuals to join us.

**1. Type: Full-time employee**

**2. Summary:**

|  |  |  |
| --- | --- | --- |
| Position | Field | Quota |
| Administrative Staff | Cultural events | 1 |

**3. Job Description/Responsibility**

- Developing collaboration projects with Greater Bay Area (Guangdong Province, Hong Kong and Macao);

- Networking with the local communities and developing collaboration projects;

- Translating and interpreting (Korean, Cantonese/Mandarin, English)

※ According to the internal conditions, duties may be changed or added.

**4. Job Requirements**

ㅇ A person who has no grounds for disqualification from working at a diplomatic office

ㅇ A person who can legally stay and work in Hong Kong for any length of time

※ If there is a problem with the issuance of visa, or if the applicant is difficult to maintain the status of residence in Hong Kong, the KCC has the right to revoke the employment contract at any time.

ㅇ Language

- Applicants with Korean nationality: Fluency in English and Chinese (Mandarin or Cantonese), both written and oral, is strongly preferred

- Hong Kong Applicants: Fluency in English and Korean, both written and oral is strongly preferred

ㅇ Good understanding of Korean culture and experience in public or related institutions in related field is preferred

ㅇ Experience working with image and video editing software(Adobe Premiere, After Effects, Photoshop, and Illustrator) is preferred

**5. Working Condition**

ㅇ Contract Period: One year

※ Paid three-month probationary period required

※ According to performance evaluation, the contract can be extended after one year.

ㅇ Starting from January 2023

ㅇ Salary: Determined by the internal regulations

**6. How to apply**

Documents to be submitted (**All documents must be submitted in one merged PDF file**):

ㅇ Korean CV (Fixed form attached at the below)

ㅇ English and Chinese(Mandarin or Cantonese) Cover Letter (Free style, A4 1 page each, total 2 pages)

ㅇ English self-introduction presentation file (Fixed form attached at the below)

ㅇ Consent form for personal information provision (Fixed form attached at the below)

ㅇ Career and other relevant certificates

ㅇ One reference letter

※ If you don’t have any working experience, you can get a reference letter from your professor

※ If you have working experiences, you can get a reference letter from your supervisor in the current company.

※ The reference letter should be typed on the official letterhead of the university/company and include the postal address, telephone number, email address and signature of your recommender.

**7. Application Deadline**

ㅇ 28 December 2022 (Wednesday) 23:59 (HK local time)

**8. Screening process for the recruitment**

ㅇ First stage: Documents review

ㅇ Second stage: Written test(Korean, Cantonese/Mandarin, English) + Interview (Face to face, including self-introduction presentation)

※ Applicants who have passed each stage will be notified individually

**9. Application inquiry & submission: hr@kcchk.kr (Email Only)**

※ Please indicate your full name in the subject line:

- “Application of Local staff (Your Full Name)”

**10. The others**

- If the information given by the applicant is proved false at any stage including after signing the contract, or if the applicant fails to obtain the satisfactory security clearance, or if the applicant fails to obtain the legal visa in Hong Kong, the KCC has the right to revoke the employment contract at any time.

- If there is no suitable applicant, the recruitment process will be extended, re-announced, or stopped.

**The attachments: 1. Korean CV. / 2. English self-introduction presentation. / 3. Consent form for personal information provision**