

APCEIU Job Opportunities for GCED E-Learning Course Development

Asia-Pacific Centre of Education for International Understanding (APCEIU) under the auspices of UNESCO is a UNESCO Category 2 centre, working for Member States to promote Education for International Understanding (EIU) towards a Culture of Peace. The Centre was established in 2000 according to the agreement between UNESCO and the Government of the Republic of Korea.

1. Post title: Assistant Programme Specialist
 - Employment type: Project-based contract, full-time position
 - Compensations and benefits: In accordance with the APCEIU's Salary Regulations
 - Workplace: APCEIU, Seoul Office
2. Job description: Selected employee will engage in development of E-learning Course on GCED (Global Citizenship Education) in Cooperation with an International Partner
3. Period of contract : from 1 July 2019 to 31 March 2020
4. Qualifications
 - Bachelor's degree(including candidates schedule to graduate on August 2019) or above
 - Strong interest in Education for International Understanding (EIU) / Global Citizenship Education (GCED) activities
 - Good command of English
 - Non-Korean applicants should possess a work visa or equivalent, which will allow them to start working from 1 July 2019
 - (For Korean Citizens) Should not have grounds to be unfit for overseas travel based on Article 33 of the National Public Service Law of the Republic of Korea (국가공무원법)
 - Korean male applicants should have completed mandatory military service or should be exempted from it
5. How to apply
 - (1) Application Period: 24 May – 9 June 2019
 - (2) Method : E-mail to recruit@unescoapceiu.org
 - (3) Required documents for application
 - Completed APCEIU Application Form in English and Korean
 - ※ You must use the attached APCEIU application form
 - Self-Introduction in English and Korean (within A4 2 pages each)
 - Personal Information Collection Consent Form (개인정보수집동의서) (see attached)
 - (4) Required documents upon passing of 1st document review
 - ※ Applicants who passed the 1st document review will be required to submit the

following documents on the date of the written exam.

- Original copies of all degrees and diplomas (including certificate for expected graduation)
- Original copies of all academic records (University degree and above)
- Copies of all work record, language proficiency certificate (including English language proficiency certificate), licenses, awards, and other relevant certificates mentioned in the submitted APCEIU Application Form - Only documents within the valid period will be recognized
- ※ Copies of work record, language proficiency certificate (including English language proficiency certificate), licenses, awards, and other relevant certificates are only required to be submitted by applicants who passed the 1st document screening, and submit the said copies during the written exam. Applicants who passed the written exam are required to bring the original copies of the certificates submitted for confirmation of authenticity during the interview.
- ※ For non-Koreans, the Alien Registration Card should be submitted (for visa confirmation)
- ※ Incomplete documents or submission of counterfeit or falsified documents will result to disqualification or cancellation of appointment

6. Selection Process

- (1) 1st Announcement: 12 June 2019 on APCEIU Website
- (2) Written exam: 14 June 2019 at APCEIU
 - ※ Includes essay writing in English and Korean and Korean-English, English-Korean translation
- (3) 2nd Announcement: 19 June 2019 on APCEIU Website
- (4) Interview: 21 June 2019 at APCEIU
- (5) Final Announcement: 24 June 2019 on APCEIU Website
- (6) Date of work start: 1 July 2019

7. Important Notes

- APCEIU reserves the right not to hire should there be no qualified applicant for the position.
- Application that does not identify a specific area of application will be considered null and void
- Counterfeit and falsified documents will be considered null and void
- Final successful candidate/s that is/are confirmed to be physically unfit based on medical check-up results or on other valid reasons may not be appointed
- Changes in the recruitment schedule due to unforeseen reasons will be uploaded in APCEIU website
- Final successful candidate/s should submit original copies of the documents submitted for the recruitment process (submitted documents will not be returned).
- APCEIU will not accept any inquiries via phone or email regarding the recruitment. Please thoroughly read and follow the instruction in this recruitment notice.