

## OFFICIAL ANNOUNCEMENT

### GEC (Global Education Center in Jeju) is seeking Qualified Native English Instructors

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The Global Education Center (GEC) in the National Institute for International Education (NIIED) is an organization under the South Korean Ministry of Education. The GEC is seeking a responsible native English speaker to fill the role of Instructor for GEC on Jeju Island in Korea.

#### 1. Position

- 1 Native English Instructor

#### 2. Duties

The GEC Native English Instructor Responsibilities include the following:

- Development and delivery of training programs, including:
  - Instruction of global citizenship and global competence enhancement classes
  - Instruction of English language classes
  - Development of new teaching materials
  - Coordination of meetings with native English-speaking instructors and management of educational resources
  - Support for the development of course templates
  - Assistance with orientation programs for newly appointed native English-speaking instructors
  - Support for English-related translation and interpretation services, and for various English-language events
  - Support for the creation of English-language content for center publications
  - Support for the production of online content for the website and social media platforms
  - Execution of other duties as assigned by the Head of the Institution

#### 3. Employment Period

- 1 year contract starting from August 1, 2025 to July 31, 2026 (12months)
  - ※ The start date of employment can be negotiated.
  - ※ The final successful candidate may be eligible for renewal based on satisfactory work performance and performance evaluation results.
- Hours: 9 a.m. – 6 p.m., Monday to Friday (with a one-hour lunch break - Working hours are subject to change depending on classes or event schedules.)

#### 4. Salary

- Monthly salary 3,000,000 KRW (Gross salary per year of 36,000,000 KRW)
- Additional overtime payment
- Housing allowance per month of 550,000 KRW

## 5. Benefits

- International moving allowance of 1,300,000 KRW to support settlement in Korea
  - ※ For overseas entrants only
- Domestic moving allowance of 300,000 KRW
- Contract renewal bonus of 700,000 KRW
- Exit allowance of 1,300,000 KRW paid to non-renewing employees after successful completion of a contract
  - ※ No exit allowance in case of early termination
- Support 50% of the National Health Insurance and National Pension
- 15 days of paid vacation
- 6 days of paid sick leave
- ※ The benefit package listed above is subject to change according to internal policy.

## 6. Qualifications:

	Qualifications
Common Requirements (Mandatory)	<ul style="list-style-type: none"> <li>■ Individuals who are at least 18 years old but younger than 59 years old as of the announcement date.</li> <li>■ Individuals who do not fall under the disqualifications for employment as outlined in Article 29 of the "Regulations on the Management of Public Service Positions under the Ministry of Education and its Affiliated Institutions."                             <div style="border: 1px dotted black; padding: 5px; margin: 5px 0;">                                 Article 29 (Disqualifications for Employment) states that the employer shall not hire anyone who falls under any of the following categories:                                 <ol style="list-style-type: none"> <li>1. Persons under guardianship or limited guardianship (including those who were declared incompetent or semi-incompetent before July 1, 2013).</li> <li>2. Persons who have been declared bankrupt and have not been rehabilitated.</li> <li>3. Persons who have been sentenced to imprisonment or greater and have not had five years elapse since the execution of their sentence ended or was decided not to be executed.</li> <li>4. Persons who have been sentenced to imprisonment or greater and two years have not passed since the end of their probation period.</li> <li>5. Persons who are currently under probation for a sentence of imprisonment or greater.</li> <li>6. Persons whose qualifications have been revoked or suspended by a court decision or under other laws.</li> <li>7. Persons who have been dismissed from employment due to disciplinary action and three years have not passed since the dismissal.</li> </ol> </div> </li> <li>■ Citizen of a country where English is the primary language spoken and able to obtain an E-2 visa in Korea (F-4 and F-6 visas acceptable)</li> <li>■ Candidates available to start work immediately after final selection(Work to begin on August 1, 2025)</li> </ul>

Mandatory Requirements	<ul style="list-style-type: none"> <li>■ Applicants must be eligible for <u>one</u> of following: <ul style="list-style-type: none"> <li>- One year teaching experience with a master's degree in English education or a relevant education major</li> <li>- Two years teaching experience with a bachelor's degree in English education or a relevant education major</li> <li>- Three years of teaching experience or teaching certificates such as TESOL, TEFL, TESL, PGCE, CELTA, DELTA with a bachelor's degree of any major</li> </ul> </li> <li>■ Candidates available to work in the Jeju region.</li> </ul>
Preferred Requirements (Optional)	<ul style="list-style-type: none"> <li>■ Applicants with practical experience related to the job to be filled (preferential treatment given according to the level of experience) <ul style="list-style-type: none"> <li>※ Only recognized if the certificate of employment explicitly mentions the institution and the specific field of work (English education)</li> </ul> </li> <li>■ Possessing English teaching qualifications for elementary and secondary education, or English teaching certifications such as TESOL, TEFL, TESL, PGCE, CELTA, or DELTA from an accredited institution</li> <li>■ Individuals capable of teaching global citizenship education and enhancing global competencies</li> <li>■ Be earnest, responsible and willing to cooperate with a diverse staff</li> </ul>

### 7. Required Documents for the Application Stage

	Required Documents	Note
Mandatory	<ul style="list-style-type: none"> <li>■ 1 Completed Application Form including Personal Essays and Consent on the Collection and Use of Personal Information Form downloaded from the attached file</li> <li>■ 1 Recommendation Letters from a former place of employment or an advising professor</li> <li>■ 1 Copy of diploma for highest level of education earned</li> <li>■ 1 Copy of academic transcript</li> </ul>	Must be submitted by e-mail
Optional	<ul style="list-style-type: none"> <li>■ 1 Copy of TESOL / TEFL / TESL / PGCE / CELTA / DELTA certification</li> <li>■ 1 Copy of teaching license/certification</li> <li>■ 1 Copy of employment certificate</li> </ul>	

### 8. Required Documents for the Second Stage (interview)

	Required Documents	Note
Mandatory	<ul style="list-style-type: none"> <li>■ A teaching demonstration recording for about 10 minutes and a lesson plan</li> </ul>	Must be submitted by e-mail

### 9. Successful Candidate Submission Requirements

	Required Documents for Successful Candidate
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Mandatory	<ul style="list-style-type: none"> <li>■ 1 original copy of apostilled diploma for highest level of education earned</li> <li>■ 1 original copy of TESOL / TEFL / TESL / PGCE / CELTA / DELTA certification (if applicable)</li> <li>■ 1 Original Official Medical Report for E2 teachers (Korean Immigration Service appointed hospital)</li> <li>■ 1 Criminal (investigation) Record (notarization required, issued within the last 6 months) <ul style="list-style-type: none"> <li>- In Korea hire, GEC will request a Korean Criminal Record.</li> <li>- Overseas hire, candidates submit Criminal Record Check from their home country.</li> </ul> </li> <li>■ 1 Copy of passport (must submit the page containing personal information, and if the applicant resides in Korea, the page with the Korean residence visa must also be submitted)</li> <li>■ 1 Copy of Residence Card (RC) (if you are in Korea)</li> </ul>
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### 10. Documents Submission

- First Stage Deadline: **Sunday, June 29<sup>th</sup> 2025, at 23:59 Korean Standard Time**
- Second Stage Deadline: **Sunday, July 6<sup>th</sup> 2025, at 23:59 Korean Standard Time**
- E-mail: [eecjeju@korea.kr](mailto:eecjeju@korea.kr) with the Subject line “Instructor Application-Applicant Name”
- Please submit all application documents in PDF format if possible.

### 11. Document Screening Process

- **(Document Evaluation)** June 30<sup>th</sup>, 2025(Monday)(tentative)
  - Review of compliance with mandatory qualification requirements and submission of required documents will be conducted.
  - Interview candidates will be selected based on the highest scores among those with an average score of 50 points or more, up to three times the number of positions available.
- ※ However, if the number of candidates is less than three times the number of positions, selection can be made within three times the number. If the number of applicants meeting the mandatory qualifications exceeds ten times the number of positions, five times the number will be selected.

#### ○ **(Evaluation Criteria and Scoring)**

Category	Item	Points	Evaluation Details
Basic	Qualitative Assessment	20 points	Assessment of the completeness of the application and personal statement, willingness to perform duties
		10 points	Differential evaluation based on the content of the recommendation letter
Mandatory	English Education Proficiency	30 points	Degree or certification
Preferred	Experience in English Public Education	20 points	Work experience in the field of English public education (differential scoring by experience)
	Related Field Experience	10 points	Evaluation of work experience in related fields(differential scoring by experience)

	Related Field Certification	10 points	Evaluation of possession of English elementary/middle school teaching certification
Total		100 points	

- Selected applicants will be notified individually by e-mail on **July 1<sup>st</sup>** and an interview will be scheduled.
  - Announcement on the GEC website (<http://jejueec.moe.go.kr>) Notice Board and individual notification to interview candidates only.

## 12. Interview Schedule (Second Stage)

- **Date:** Tuesday, July 8<sup>th</sup>, 2025 beginning Korean Standard Time
  - ※ Interview times will be announced individually.
  - Comprehensive evaluation of job suitability and eligibility, including competencies and personal qualities necessary for the job performance.
  - Final selection based on the aggregate scores of the interview assessment, in order of highest scores.
  - All interviewers will be online through Zoom.
  - A teaching demonstration recording for about 10 minutes will be required. It should be sent by e-mail before interview.

### ○ (Evaluation Criteria and Scoring)

Category	Item	Points	Evaluation Details
Interview	Qualitative Assessment	100 points	Knowledge application in the field of specialization (20 points), Strategies for individual learner education (20 points), Passion and responsibility as a native speaker instructor(20 points), Understanding of Korean culture and language(20 points), Teaching demonstration skills(20 points)
Total		100 points	

## 13. Final Result

- Only successful candidates will be contacted on Wednesday, July 9<sup>th</sup>, 2025 via e-mail.
- Announcement on the GEC website (<http://jejueec.moe.go.kr>) Notice Board and individual notification to interview candidates only.

## 14. Other

- Once submitted, applications cannot be changed. Any disadvantages due to errors, omissions, false information on the application form, inability to contact (e.g., not providing a mobile phone number), failure to confirm application, or failure to submit required documents are the responsibility of the applicant.

- If there are disqualifying reasons for employment or discrepancies between the information provided in the application and the truth, or if employment is not possible from the scheduled start date, the offer of employment may be withdrawn.
- In cases where a vacancy needs to be filled due to disqualification, withdrawal of the selected candidate, or resignation within three months from the date of employment, additional candidates may be selected based on the results of the examination already conducted within six months from the date of announcement of the successful candidates.
- If there are no suitable candidates, no selection may be made.
- After the announcement of the final successful candidates, applicants can request the return of their application documents in writing for a period of 14 to 30 days under Article 11 of the Fair Hiring Procedure Act. In this case, the requested documents must be returned within 14 days from the date of the return request (excluding the final selected candidate, documents submitted via the website or email, or those submitted voluntarily without request by the recruiter).
- The retention period for the application documents is until the last day of the above-mentioned return request period, and documents not requested for return or submitted electronically will be destroyed in accordance with the Personal Information Protection Act.
- If a return is requested, the cost incurred for the return may be charged to the requester.
- For other inquiries and confirmation of document submission, contact: ☎064-793-5103



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