

# National Institute for International Education Global Education Center Recruitment Announcement for Native English Instructor

The National Institute for International Education (NIIED), a Responsible Administrative Agency under the Ministry of Education, hereby announces the recruitment of a native English instructor as follows. We invite qualified and competent individuals to apply.

April 15, 2026

President, National Institute for International Education

## 1. Recruitment Overview

### ☐ Position and Number of Vacancies

Position	Duties	Vacancies	Location
Native English Instructor	<ul style="list-style-type: none"><li>▪ Development and delivery of English and Global Competence training programs (including instructional materials)</li><li>- Government Official Program, Teacher Program, Students Program, Local Residents Program, and Online Program)</li><li>▪ Support for the production of promotional content for the website, social media, and other communication channels</li><li>▪ Support for related events</li><li>▪ Support for the preparation of English-language materials and internal/external publications</li><li>▪ Support for orientation programs for newly appointed Native English Instructors</li><li>▪ Other duties as assigned by the President of the Institute</li></ul>	1	Global Education Center National Institute for International Education <div>35, Global Edu-ro 304beon-gil, Daejeong-eup, Seogwipo-si, Jeju-do, Republic of Korea</div>

※ The assigned department and detailed responsibilities after appointment will be determined in accordance with internal work allocation.

## □ Working Conditions

- (Status) Fixed-term employee(non-civil servant)
- (Contract Period) July 1, 2026–June 30, 2027(one year from the date of appointment) (tentative)
- (Working Hours) : Five days per week (Monday–Friday, 09:00–18:00)
  - ※ Working hours may be adjusted depending on training schedules.
- (Salary) KRW 3,000,000 per month <KRW 36,000,000 per year>
  - ※ The above amount is before tax and includes statutory benefits (e.g., National Pension, Health Insurance) and applicable allowances. Overtime pay will be provided separately.
- (Housing Allowance) KRW 550,000 per month <KRW 6,600,000 per year>
- Relocation Allowance

Type	Amount	Remarks
Domestic→Domestic	KRW 300,000	One-time payment upon initial contract
Overseas→Republic of Korea	KRW 1,300,000	

- (Renewal Allowance) KRW 700,000 upon renewal of contract
- (Completion Allowance) KRW 1,300,000 upon completion of contract without renewal
  - ※ The completion allowance will not be provided in cases of resignation prior to contract completion.

## 2. Eligibility Requirements

Category	Qualifications
Common Requirements (Mandatory)	① Applicants must be at least 18 years old and under 59 years old as of the announcement date (April 15, 2026) (Applicants born between April 16, 1967 and April 15, 2008). ② Applicants must not fall under any of the disqualification criteria for employment under Article 29 of the 「Regulations on the Management of Non-Civil Service Employees of the Ministry of Education」 and its Affiliated Organizations.

	<p>Article 29 (Disqualifications for Employment) states that the employer shall not hire anyone who falls under any of the following categories:</p> <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> <p>③ Applicants must hold, or be eligible to obtain, a valid visa required to work as a native English instructor (e.g., F-series visa, E-2 visa, etc.).</p> <p>④ Applicants must be available to begin work immediately from scheduled start date: July 1, 2026.</p>
Mandatory	<p>① Meet at least one of the following</p> <ul style="list-style-type: none"> <li>- Master's degree or higher in English education or a related field with at least one year of English teaching experience</li> <li>- Bachelor's degree or higher in English education or a related field with at least two years of English teaching experience</li> <li>- Bachelor's degree in any field and at least one of the following: three years of English teaching experience, possession of an English teaching certification such as TESOL, TEFL, TESL, PGCE, CELTA, or DELTA (100+ hours), or a teaching license</li> <li>- Bachelor's degree in any field and one year of professional or research experience in Global Citizenship Education or Global Competence-related fields</li> </ul> <p>② Must be available to work in Jeju (Jeju Island)</p> <p>※ Both conditions above must be satisfied.</p>
Preferred	<p>① Practical work experience related to the duties of the position (preference given based on length of experience)</p> <p>※ Only experience clearly indicated in a certificate of employment or recommendation letter specifying the institution and relevant field (English education, Global Citizenship Education) will be recognized.</p> <p>② Teaching license or English teaching certification such as TESOL / TEFL / TESL / PGCE / CELTA / DELTA (100+ hours)</p> <p>③ Teaching experience in Global Citizenship Education and Global Competence-related areas</p> <p>④ Strong interpersonal skills and a cooperative, team-oriented attitude</p>

### 3. Application Submission and Required Documents

#### ☐ Application Submission

- (Application Form) Download and use the attached application

form provided in the recruitment announcement.

- (Application Period) April 15(Wed), 2026 – April 28(Tue), 2026, until 18:00(KST)

※ Only applications received by the deadline will be considered valid.

※ If the number of applicants during the application period is equal to or fewer than the planned number of hires, the application period and schedule may be revised and the announcement re-posted.

- (Submission Method) Submit via email to [eecjeju@korea.kr](mailto:eecjeju@korea.kr)

※ Applications submitted in person or by mail will not be accepted.

❖ **Important Notes for Submission**

- **(Email Subject Line)** “[GEC Native English Instructor Application] Applicant’s Full Name”
- **(Application Documents)** After completing the application forms, sign (or affix seal) on each document, scan the originals, and submit them as **one combined PDF file**.
- **(Certificates and Supporting Documents)** Scan the original copies of all relevant certificates and supporting documents and submit them as **one combined PDF file**.
  - \* Supporting documents submitted as scanned copies may be requested in original form after hiring, if necessary.

## Required Documents

Category	Required Documents
At Initial Application	<ul style="list-style-type: none"><li>① Application Form (attached format) – 1 copy</li><li>② One letter of recommendation issued within the past two years (from a current or former supervisor, manager, principal/vice principal, co-teacher, academic advisor, thesis advisor, or other relevant professional reference)</li><li>③ Copy of diploma for the highest degree obtained</li><li>④ Copy of official transcript for the highest degree obtained</li><li>⑤ Copy of TESOL / TEFL / TESL / PGCE / CELTA / DELTA certificate (if applicable)</li><li>⑥ Copy of teaching license (if applicable)</li><li>⑦ Copy of certificate of employment or work experience (if applicable)<ul style="list-style-type: none"><li>※ Only certificates that clearly indicate employment period, duties, and issuer (including contact information) will be recognized. Incomplete or unclear documentation may not be accepted.</li><li>※ If a certificate of employment cannot be issued, a recommendation letter may be submitted in lieu.</li></ul></li></ul>
Upon Passing the First Screening	<ul style="list-style-type: none"><li>① A teaching demonstration video (approximately 10 minutes) and lesson plan</li></ul>
Upon Final Selection	<ul style="list-style-type: none"><li>① Original diploma for the highest degree (Apostille required)</li><li>② Original TESOL / TEFL / TESL / PGCE / CELTA / DELTA certificate (Apostille required) (if applicable)</li></ul>

- ③ Medical examination certificate issued by a hospital designated by the immigration office (original)
  - ※ For overseas applicants, to be completed after entry into Korea
- ④ Criminal background check (Apostille required, issued within the past six months)
  - ※ Applicants residing in Korea: submit a criminal background check issued by a government authority (e.g., police) of their country of citizenship (Apostille required) and a criminal/investigation record issued by the Korean National Police Agency
  - ※ Overseas applicants: submit a criminal background check issued by a government authority (e.g., police) of their country of citizenship (Apostille required)
- ⑤ Copy of passport (page containing personal information; applicants residing in Korea must also submit the visa page)
- ⑥ Copy of Registration Card (front and back) for applicants residing in Korea

- ※ All signature fields on submitted documents must be completed.
- ※ Only documents valid as of the application deadline (April 28, 2026) will be accepted.
- ※ Information listed in the application (e.g., experience, certifications, language proficiency) without supporting documentation will not be recognized.
- ※ Certificates of employment are recommended to be issued within six months of the job announcement date.  
(If the issuer's contact information is not printed on the document, it may be handwritten.)
- ※ If a resident registration number appears on submitted documents, please redact the last six digits (e.g., 000000-0\*\*\*\*\*).
- ※ After selection, additional employment documents such as a health checkup result within the past year (with sensitive information redacted) may be required.

## 4. Recruitment Schedule and Selection Process

※ The schedule below is subject to change due to internal circumstances. Any changes will be announced in advance.

### Recruitment Schedule

Category	Date	Method / Location
Job Announcement	Apr. 15(Wed), 2026 – Apr. 28(Tue), 2026	NIIED website, Global Education Center website, etc.
Application Submission	Until Apr. 28(Tue), 2026 18:00(KST)	Email submission(eecjeju@korea.kr)
Announcement of Document Screening Results	Apr. 30(Thur), 2026 (tentative)	Global Education Center website and individual notification
Interview	May 7(Thu), 2026 (tentative)	One-on-one online interview; details to be notified individually
Final Announcement	May 8(Fri), 2026	Global Education Center website and

	(tentative)	individual notification
Expected Appointment Date	July 1, 2026 (Wed) (tentative)	Global Education Center, NIIED

## Document Screening

- **(Evaluation Method)** Applications will be reviewed to determine whether applicants meet the mandatory eligibility requirements and have submitted all required documents.
  - Applicants selected for the interview will be chosen from those scoring 50 points or higher, in order of highest score, up to three times the number of positions available (ties will be included).
    - ※ If the number of applicants is fewer than three times the number of positions, selection may be made within that range.
    - ※ If the number of applicants meeting mandatory requirements exceeds ten times the number of positions, up to five times the number of positions may be selected.
- **(Evaluation Criteria)**

Category	Item	Evaluation Details
Basic (Qualitative)	Application Documents	Completeness of application and personal statement, motivation for performing duties, and differentiated evaluation based on recommendation letter
Mandatory	English Teaching Competency	Academic degree or relevant certification
Preferred (Quantitative)	Relevant Work Experience	English teaching experience at accredited domestic or international educational institutions Non-English teaching experience at accredited domestic or international educational institutions
	Relevant Certifications	Possession of teaching license

- ※ If any information provided is found to be false, the applicant's selection may be revoked.
- **(Announcement of Interview Candidates)** April 30 (Thur), 2026 (tentative)
  - Results will be posted on the Global Education Center website (<http://gec.niied.go.kr>) under the Notice section, and selected

candidates will be notified individually.

## Interview

- **(Date and Time)** May 7 (Thu), 2026 at 14:00 (tentative)
- **(Format)** One-on-one online interview for each applicant (approximately 30 minutes)
- **(Evaluation Method)** Final candidates will be selected based on a comprehensive evaluation of job-related competencies, qualifications, and overall suitability for the position.
  - ※ Individual interviews will be conducted separately for each applicant.
- **(Evaluation Criteria)**

Evaluation Elements
① Knowledge of applying subject-area expertise to instruction
② Instructional strategies for diverse learners
③ Passion and sense of responsibility as a native instructor
④ Understanding of Korean culture and language
⑤ Teaching demonstration skills

- **(Announcement of Final Results)** May 8, 2026 (Fri) (tentative)
  - Results will be posted on the Global Education Center website (<http://gec.niied.go.kr>) under the Notice section, and final successful candidates will be notified individually.

## 5. Notes

### Notes

- All required documents must be submitted within the designated application period. Submitted application forms and supporting documents cannot be modified after submission.
- Any disadvantages resulting from errors or omissions in the application form, false information, failure to provide contact information (e.g., mobile phone number), failure to check

announcements, or failure to submit required documents shall be the sole responsibility of the applicant.

- Selection may be revoked if an applicant is found to be disqualified, if any information provided in the application is false, if the applicant is unable to begin work on the scheduled appointment date, or if the applicant is deemed unfit based on the employment medical examination.
- In the event of cancellation of selection due to disqualification, withdrawal by the final successful candidate, or resignation within three months of appointment, additional candidates may be selected within six months of the announcement date based on the existing evaluation results.
- In accordance with Article 11 of the 「Fair Hiring Procedure Act」, applicants may request the return of submitted documents in writing between 14 and 30 days after the announcement of final results. In such cases, documents will be returned within 14 days of the request. (This does not apply to final successful candidates, documents submitted electronically, or documents submitted voluntarily without request.)
- Recruitment documents will be retained until the end of the return request period. Documents not requested for return or submitted electronically will be destroyed in accordance with the 「Personal Information Protection Act」.
- If return of documents is requested, the cost of return may be borne by the applicant.
- In case of any discrepancy between the Korean and English versions, the Korean version shall prevail.
- For inquiries and confirmation of application submission, please contact the following: ☎ 064-793-5103