

# 26th Seoul Global Internship Recruitment Notice

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## □ Internship Overview

- **Period** : 2020.7.6(Mon) ~ 2020.8.21(Fri), (8 weeks total, 35 days)
- **Number of Recruited Individuals**: 29 individuals(public: 16, private: 13)
  - **Public** (Seoul Metropolitan Government office and affiliated organizations/divisions) :  
13 divisions, 16 individuals
  - **Private** (strong but small, Seoul-type businesses): 7 enterprises, 13 individuals

※ **Strong but small, Seoul-type businesses**: Businesses among Seoul-based, small- and medium-sized enterprises certified by the Seoul Metropolitan Government and public institutions that are selected as a suitable place for young people to work at by Seoul Metropolitan Government's Employment Policy Division based on business capacity, wages, working environment, etc.

## ○ Qualifications

- Individual who is currently **enrolled in a Seoul-based university**  
(exchange program, bachelor's, master's, doctorate program)
- **Individual with a student visa (D-2)** with a period of stay in Korea that is valid up to Aug. 22, 2020
- **TOPIK holder** (with proof of document valid until Aug 31, 2020)
  - ※ Individuals who fail meet this requirement may not apply
  - Bachelor's program: above TOPIK level 3 (1st-2nd year students), above TOPIK level 4 (3rd-4th year students)
  - Master's · doctorate program: above TOPIK level 4
- Individual with no reason(s) for disqualification for issuance of a part-time work permit
  - ※ After final participants are chosen, each participant must receive and submit an issued part-time work permit. Final participants will be notified separately.)
- Preference given to holders of computer certificates, individuals with intern experience at public and private organizations

- Working Period: 5 days a week (Mon.–Fri.), 6 hours a day (09:00–16:00)
- Training Support Costs (including lunch): KRW 56,540 a day
- Main Programs: Orientation (June. 2020), completion ceremony (Aug. 21)
- ※ The schedule above is subject to change.

## □ Internship Recruitment Overview

- Application Period: [From May. 21, 2020 \(Thu.\) to 18:00 on June. 05, 2020 \(Fri.\)](#)
  - ※ Application limited to documents that arrive within the application period
- Documents for Submission
  - **(Required)** 1. Application Form, 2. Alien Registration Card (copy, period of stay in Korea valid up to Feb. 22, 2020), 3. Certificate of Registration (original copy), 4. Transcript (original copy), 5. Test of Proficiency in Korean (TOPIK) transcript (original copy, certificate valid until Aug. 31, 2020)
  - (Optional) Computer certificate, certificate of internship experience, foreign language (excluding Korean) report card
- Submission Method: Email ([global\\_intern@seoul.go.kr](mailto:global_intern@seoul.go.kr)) submission

## □ Selection Method and Schedule

- Document Screening
  - Selection Criteria: Requirement(s) by division (major, language, etc.), TOPIK score, school grades, etc.
    - ※ [Individuals meeting the requirements \(major, language, etc.\) of divisions \(organizations\) will be given preferential selection. Please read the division \(organization\) requirements of the \[Annex\] before applying.](#)
  - Number of Selected Individuals: Three times the number of individuals that will be recruited
  - Announcement of Results: June. 12, 2020 (Fri.) at 18:00, selected candidates will be contacted personally (via email and text message)

○ **Interview**

- Interview Period : June. 15 (Mon.) - June. 19 (Fri.), 2020
- Judging Method : Selected candidates will each visit the respective divisions to which they applied

○ **Announcement of Finalists: June. 24, 2020 (Wed.) at 18:00**

- Finalists will be notified personally via text message or email. Divisions with no qualified applicants may choose not to select finalists.

※ For more information, contact the Seoul Metropolitan Government's Multiculturalism Division (82-2-2133-5077).

※ **The 26th Seoul Global Internship Overview**

- **Period** : 2020.7.6(Mon) ~ 2020.8.21(Fri), (8 weeks total, 35 days)
- Working Time : 5 days a week (Mon.-Fri.), 6 hours a day (09:00-16:00)
- Training Support Costs (including lunch): KRW 56,540 a day, weekly holiday allowance
- Main Programs: Orientation (June. 2020), completion ceremony (Aug. 21)

※ The schedule above is subject to change.

## Recruiting Divisions(Depts.) LIST

○ Public : 13 divisions, 16 individuals

No.	Divisions (depts)	Job Description	Requirement	Office Location	Numbers
1	Seoul Welfare Foundation Public Relations Team	- Conduct management of SNS for Seoul Welfare Foundation and conduct Research on social welfare issues, policies and international trends, international organizations and conferences of Social Welfare. Other required work.	- English Speaker or (Korean + English) bilingual is welcomed, Knowledge on SNS and internet research ability , a Person with PR experience is preferred (but no experienced is acceptable)	Seoul Welfare Foundation, Public Relations team Mapo-gu, Baekbum-ro 31 gil 21 10th Fl.	1
2	Jungnang Water Recycling Center (Seoul Sewerage Science Center)	- Supporting docent (museum guide) for foreign visitors - Assisting the data management of visitor satisfaction survey - Assisting the document translation - Any other miscellaneous task(Taking photos and managing SNS)	- Language requirements : English(mandatory), - Korean(recommended) - Nationality : N/A - Major : N/A	Jungnang Water Recycling Center, Seoul Sewerage Science Center (64, Jadongchasijang 3-gil, Seongdong-gu, Seoul)	1
3	Seobu Parks & Landscape Management Office, Oil Tank Culture Park	English Tour Commentator and English book reader for children	- English Natives, - Work from Tuesday to Saturday	Oil Tank Culture Park 87 Jeungsanro, Mapogu Seoul, Korea	1
4	University of Seoul Institute of International Cooperation	- Translation and administrative assistant	- Preferred language : English 1person, - Major : Irrelevance - Certificate : Not required - Korean Language proficiency : Good	163 Seoulsiripdaero, Dongdaemungu, Seoul, Korea (Cheonnon Hall, Room #321	1
5	Global Social Economy Forum Secretariat Project Team	- GSEF2021 Forum preparation assistance - Translation - Research - SNS upload, PR support	- Preferred language : First (French), Second (English) ※ French/English bi-lingual preferred, Native level fluency in French and fluency in English (both speaking and writing) preferred - Major : No Matter - Certificate : MS Office - Korean Language Proficiency : No Matter - Other : Responsible and diligent, Experience in international organizations or coordinating international events preferred	Global Social Economy Forum Secretariat  Seoul Global Center 13F, 38, Jong-ro, Jongno-gu, Seoul, Republic of Korea	2
			- Preferred language : First (Spanish), Second (English) ※ Must be native in Spanish and fluent in English - Certificate : MS Office - Korean Language proficiency : No Matter - Other : Responsible and diligent, Photoshop proficiency, Experience in international organizations or coordinating international events preferred		

No.	Divisions (depts)	Job Description	Requirement	Office Location	Numbers
6	Economic Policy Office Urban Farming Division	- Collecting and introducing cases of urban agriculture in the developed countries	- English conversation/translation - Korean Language proficiency : Average	18F City square building 124 Seosomun-ro, Jung-gu Seoul	1
7	Seoul Housing & Communities Corporation	- Case Study for Overseas Business Entry(Domestic & Overseas Urban Development Corporation)	- Fluent in English.(Not for business level) Moderate language in Korean.	Seoul Housing & Communities Corporation 3F, 621 Geapo-ro, Gangnam-gu, Seoul	2
8	Multiculturalism Division Southwest Seoul Global Center Living support Team	- Interpretation and translation, center business operation assistance	- Preferred language : Filipino - Major : irrelevant - Certificate : Topic Level5 or higher - Korean Language proficiency : Good - Other : Interpretation Experienced preferential treatment	Southwest Seoul Global Center Living support team 40 Dosin-ro, Yeongduengpo Gu Seoul 2nd fl.	1
9	Seoul Media Foundation TBS Radio Program Production Division English FM Production Team	Working as the Assistant Director of English Radio Program	- Language Preference : English - Major : Not Related - Certificate : Not Related - Korean Language proficiency : Not Related - Other : The ideal candidate will be native English speaker who have interests in radio broadcasts.	TBS Radio Program Production Division (Smartium Building, S-PLEX Center 31, Maebongsan-ro, Mapo-gu, Seoul)	1
10	Social Innovation Division	Sending invitations to hold international events of the Social Innovation Forum, searching related agencies, etc.	- Preferred language : English ) - Korean Language proficiency : Average	10F, City square building 124, Seosomun-ro, Jung-gu, Seoul	1
11	Transportation Information Division	Helping the tour of Seoul Transport operation and information service, English translation of TOPIS Newsletter, Homepage	- Preferred language : First (English ), Second (Spanish) - Major : literary preferred - Certificate : (not necessary) - Korean Language proficiency : Good - Preferred Experience of English translation	Transportation Information Division-Seoul, Jongno-gu Jongro1gil 28, Jongno Fire Station 5F but in Summer it will be moved to Seosomoon building and the intern will be usually working at Seoul Cityhall, B3.	1
12	Housing Policy Division	- Collect data on housing and planning regulations at national level -Conduct research and analysis on housing affordability in cities, by mapping and evaluating the content and outcomes of various policies/programms/projects carried out by different levels of government to improve housing affordability in cities. -Translate Korean housing policy brochure into English - Draft and distribute Seoul Housing Policy Brochure	- Academic Background: currently pursuing advanced university degree (bachelors or masters) in housing/real estate/land/urban economics/policy/planning, or other relevant discipline. - Languages: an excellent written and oral command of English and good working knowledge of Korean. An excellent command of both languages would be an asset. Other languages such as Chinese or Japanese could be plus. - Tools: Very good knowledge of MS Office (Word, Excel and PowerPoint) and Hancor software. Knowledge of other software	Housing Policy Division, 3F, Seoul City Hall, 110, sejong-darero, Jung-gu	2

No.	Divisions (depts)	Job Description	Requirement	Office Location	Num bers
			packages (eg.ArcGIS, Stata, R) would be an advantage. - Nationality: native language should be English		
13	Big Data Division	Document translation (from Korean to English and spanish)	- Preferred language : First (English ), Second (Spanish) - Major :Computer Science, Industrial engineering, Business & Administration - Korean Language proficiency : Good	Big data division/ 15, Deoksugung gil, Junggu- Seoul	

○ Private (strong but small, Seoul-type businesses) : 7 enterprises, 13 individuals

No.	Title	Introduce (Homepage)	Job Description	Requirement	Office Location	Num bers
1	AI Spera Ltd>	AI Spera uses machine learning and AI technology to detect fraud in various internet services such as internet banking, e-commerce, online games, and cryptocurrency exchanges ( <a href="http://www.aispera.com">www.aispera.com</a> )	English translation for service products and market research	- Native level fluency in English - Major : computer engineering or security - Who interested in the ICT field	AI Spera 7, Yeonmujang 5ga-gil, Seongdong-gu , Seoul(Hyundai Terrace Tower 7F)	1
2	DeltaTech-Korea Ltd. (DTK)	DeltaTech-Korea Ltd. (DTK) is a full range of innovation management intermediary to transfer and commercialize newly-developed technologies. ( <a href="http://www.dtk3.com">http://www.dtk3.com</a> )	- Technology innovation management promotion business support - Assistance with overseas marketing	- Fluency in English and Korean - Preferential treatment for British-American - Major : Information System, Computer engineering, MBA, International Affairs Studies, International trade	Fl 13, KeumKang Penterium IT Tower, 74-2, Dangсандong 4-Ga, Yeongdeungpo -gu, Seoul, Korea	3
3	DNMD Ltd.	Making dynamic contents in education, display, media-F&B ( <a href="http://www.dnmd.com">http://www.dnmd.com</a> )	- Education, exhibition, media development project planning and operation support	- First : Fluency in English Second : Fluency in Chinese - Korean Language proficiency : Good - Major: Irrelevance	29, Dongmak-ro 9-gil, Mapo-gu, Seoul	2
4	KICPC Ltd.	Multi-National Documents Total Processing Service ( <a href="http://allminwon.com">http://allminwon.com</a> )	- Support for document translation - Support for notarization and certification part	- First : Native level fluency in Chinese - Second : Native level fluency in Vietnamese - Major: No matter	2F Sinil Build Teagye-ro 131, Jungu, Seoul	1
5	Vault Micro Ltd.	Vault Micro specializes in the development of system-level software, pc device drivers, and software tool ( <a href="http://www.vaultmicro.com">www.vaultmicro.com</a> )	Support to Overseas marketing	- Fluency in Thai or Indonesian language or Portuguese - Korean Language proficiency : Good - Preferential treatment for overseas marketing majors - Preferential treatment for computer abilities holders - Preferential treatment for Business English speaking	2F Uisung Build 41,62gil Hangang-dearo , Yongsan-gu, Seoul	1

No.	Title	Introduce (Homepage)	Job Description	Requirement	Office Location	Numbers
6	GOM& COMPANY	<p>-GOM &amp; Company's vision is to create customer-oriented products and services through the GOM brand, which is highly recognized in the field of video service. The orange color and round fonts applied in the CI represents the pleasure that we aim to provide as an entertaining content company.</p> <p><a href="http://www.gomcorp.com">www.gomcorp.com</a></p>	Support to translation and marketing	<ul style="list-style-type: none"> <li>- Languages : First : Turkish, Second : Czech, Third : Vietnamese, Fourth : Portuguese</li> <li>- Korean Language proficiency : Average</li> <li>- Preferred Experience and Certification of software, English, translation, market research</li> </ul>	<p>GOM&amp; COMPANY Building 216, Keapo-ro, Gangnam-gu, Seoul</p>	
7	Studio XID Ltd.	<p>Provides Prototyping software to help designers and developers collaborate</p> <p><a href="https://protopie.io">https://protopie.io</a></p>	<ul style="list-style-type: none"> <li>- Perform market analysis and research on the latest trends.</li> <li>- Assist sales, data analytics, and marketing team with daily administrative duties.</li> <li>- Monitor all social media platforms for trending news, ideas, and feedback.</li> <li>- Consolidate data and improve data quality on sales leads</li> <li>- Support managing sales force data</li> <li>- Help with the planning sales initiatives</li> <li>- Research and evaluate competitor marketing and digital content.</li> <li>- Assist in marketing and advertising promotional activities (e.g. social media, direct mail and web)</li> </ul>	<ul style="list-style-type: none"> <li>- First : Native level fluency in English, Second : Native level fluency in Chinese</li> <li>- Korean Language proficiency : Average</li> </ul>	<p>Number 611, 22, 78gil Seccho-dearo Seocho-gu, Seoul</p>	

# Seoul Global Internship Application\_1

Name	Korean Name		Nationality	
	English Name		Gender	Male( <input type="checkbox"/> ) Female( <input type="checkbox"/> )
University			Major/Year	
Alien Registration No.			Visa Tipe and Stay Period	※ ex : D-2 until Aug. 22. 2020

Residence Address			
e-Mail		Mobile Number	

TOPIK Level		Preferential treatment	※ Computer Ability (Hangul, word, excel, photoshop etc) ※ Experience of Internship ( Public · Private) Yes <input type="checkbox"/> , No <input type="checkbox"/> (Must attach document for experience) ※ The other Available languages
Mother Mother tongue			

<b>Write Division preference</b> ※ Write all Division preference for Public and Private	Public	1st preference	
		2nd preference	
	Private	1st preference	
		2nd preference	
Possible to work in others or not except divisions you applied	Yes ( <input type="checkbox"/> ) / No ( <input type="checkbox"/> )		

- Document for submit : (Required) 1. Application Form, 2. Alien Registration Card, 3. Certificate of Registration (original copy), 4. Transcript (original copy), 5. Test of Proficiency in Korean(TOPIK)  
 (Optional) Computer certificate, certificate of internshi experience, foreign language (excluding Korean) report card

I certify that the information provided above is true and correct.	
Name of Applicant :	Date 2020. . .