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# Job Opening : Native English Editor

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The Bank of Korea is recruiting an English language editor with excellent skills in proofreading and editing documents, as well as in writing/drafting official correspondence and documents in English.

## **I** Description and Qualifications

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### **1. Job Description**

- Proofreading, editing, revising and consulting to ensure effective communication through official English documents, letters, publications, etc.
- Composing and/or advising on official correspondence and speeches in English when requested by staff members.

### **2. Qualifications**

#### **(1) Required Qualifications**

- Native-speaking editor with outstanding written and oral communication skills in English
- BA degree or higher from an English-speaking country
- Experience in editing English language materials, in writing, or in journalism
- Ability to build and sustain excellent relationships with fellow members of staff and outside counterparts
- Ability to work co-operatively and effectively as a team member
- Ability to anticipate and welcome new demands and challenges

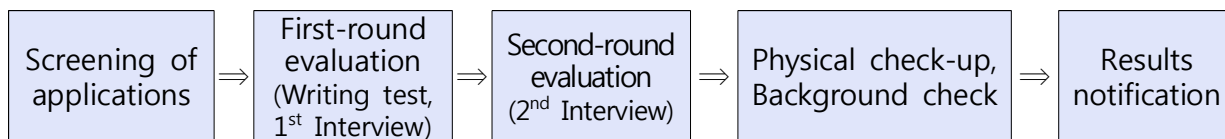
#### **(2) Preferred Qualifications**

- Degree in economics, business management, English literature or journalism
- Demonstrable experience and know-how in editing and writing English materials concerning economics or business management
- Letter(s) of Recommendation related to his or her working experience

## II Recruitment Process

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### 1. Outlines



### 2. How to apply

- Required Documents: copies of documents listed below (PDF, MS Word, scanned files, etc.; one (1) copy of each)
  - \* Only the successful candidate will be required to submit original documents

- ① Application form (Attachment 1) and Cover letter(Attachment 3)
- ② Degree certificates (those with master's degrees/diplomas are required to submit their bachelor's degree diplomas as well)
- ③ Certificates verifying career background or proof of employment at current workplace
- ④ Professional Experience(Attachment 2)
- ⑤ Letter(s) of recommendation (optional; maximum of two letters; please use form in Attachment 4)
- ⑥ Consent form for the collection and use of personal information (Attachment 5)

- Submission deadline: **Nov 1 (Wed.) 10:00 (Korean stand time)**
- Please send required documents to [injae@bok.or.kr](mailto:injae@bok.or.kr)
  - \* Notification of registration receipt will be sent to applicants' individual e-mails.

### 3. Screening of applications

- Notification of the results of initial screening will be given by mid-November, 2017.
- Results will be sent to applicants' individual e-mail addresses.

### 4. First round evaluation (end-Nov): ① writing test, ② working-level interview, ③ personality test

### 5. Second round evaluation: Candidates passing first-round evaluation will be invited for a second interview.

## 6. Physical check-up and background check

7. **Notification of final results:** Notification will be given in December.

### III Compensation and working conditions

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- **Status:** Professional
- **Contract Period:** One year
  - The successful candidates contract can be renewed on an annual basis, subject to review of the past year's performance.
- **Basic salary:** Salary level will be determined in consultation with the successful candidate while considering the candidate's work experience and expertise.
- **Location:** Head Office of the Bank of Korea, Seoul

### IV Others

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- The successful candidate will be expected to begin work from the end of December, 2017 (starting date may be subject to change depending on circumstances).
- Recruitment may be revoked if application details are found to be incorrect.
- Minor changes in the recruitment process and schedule are possible
  - \* Any changes will be announced on the BOK recruitment website

For more information, please contact: Human Resources Team ([injae@bok.or.kr](mailto:injae@bok.or.kr))

