Ministry of Science, ICT and Future Planning Notice No. 2016 – 0525

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| Vacancy Notice for Head of the KIC-Washington |

In a bid to activate overseas startups and technological commercialization and to promote international cooperation with the relevant institutions, the Ministry of Science, ICT and Future Planning plans to appoint a new head of the KIC-Washington. Only fully qualified candidates need apply.

November 22, 2016

Minister of Science, ICT and Future Planning

President of the National Research Foundation of Korea

**□ Subject**

○ Position: Head of the KIC-Washington

○ Location: Washington D.C. USA (※ Center address: 1952 Gallows Road, Vienna, Virginia, U.S.A)

○ Term: 2 years from the date of appointment (scheduled to begin in February, 2017)

※ The incumbent may be reappointed in the event of receiving an excellent evaluation result, or dismissed from office in the event of receiving the lowest grade in the annual evaluation.

※ The incumbent may be dismissed from office in the event of failure to produce the anticipated performance or in the event of inappropriate business performance or illegitimate activities.

**□ Responsibilities**

○ To provide support for startup companies in USA and perform activities related to investment attraction.

○ To provide support for the global commercialization of outstanding technologies in Korea and to perform activities related to investment attraction.

○ To perform foreign affair activities aimed at supporting the advancement of Korean venture and startup companies into the American market (mainly on the East Coast).

○ To perform close international cooperation businesses with the relevant institutions including the American embassy, and to operate and manage the center’s organizations, etc.

**□ Eligibility**

○ Candidates must have experience in startup accelerator, investment in venture capital (VC) and startup-related activities.

○ Must have in-depth knowledge of local American markets and investment information, possess experience in corporate localization, technological commercialization, investment introduction, and market advancement, and be fluent in English.

○ Must be able to network effectively with local American venture companies, small businesses and promising institutions related to investment, various local institutions (foreign official residence, local headquarters of the relevant institutions, etc.) and local societies and associations, etc.

○ Must have experience in the operation of other institutions (organizations) and international cooperation.

○ There must be no reasons for the applicant’s disqualification under the State Public Officials Act, Article 33.

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|  | **< Preference >** |  |
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| The ideal candidate should have experience in cooperation activities related to local American startups, technological transfer, and local commercialization. | | |

**□ Tracks: 1. Document assessment, 2. Interview assessment**

○ Document assessment (Primary)

- Period for document submission: November 22, 2016 to 18:00 KST, December 21, 2016 (Deadline based on the time of receipt)

- Documents to be submitted

▶ 1 copy of application (Form 1)

▶ 1 copy of résumé (Form 2)

▶ 1 copy of personal essay (Form 3)

▶ 1 copy of work plan (Form 4)

▶ 1 copy of letter of recommendation (Form 5)

▶ 1 copy of agreement on provision and utilization of personal information (Form 6)

- Method of submission: Submit via e-mail or mail

▶ E-mail: [yejioh@nrf.re.kr](mailto:yejioh@nrf.re.kr) (Researcher Oh Ye Ji)

▶ Mail: Global Cooperation Planning Team, National Research Foundation of Korea

(06792) 25, HEONREUNG-RO, SEOCHO-GU, SEOUL, Republic of KOREA

○ Interview assessment (secondary): Applicants will be notified of the date of interview individually if selected for interview.

**□ Notes**

○ Submitted documents will not be returned. The appointment may be revoked if the facts written in the documents are found to be false or incorrect.

○ If there are fewer than three applicants at the end of the first notice, or if none of the applicants is suitable for the position, the schedule may be changed according to issuance of a second notice.

○ Contact: Researcher Oh Ye Ji, National Researcher Foundation of Korea

(Phone: +82-02-3460-5741, e-mail: [yejioh@nrf.re.kr](mailto:yejioh@nrf.re.kr))

[Form 1]

**Application**

**□ Personal information**

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| --- | --- | --- | --- | --- |
| **Name** | **Affiliation and Position** | **Field of Study** | **Contact Information**  **(Work, cell, email)** | **Notes** |
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I hereby apply for the position of head of the KIC-Washington

Appendix: 1 copy of résumé, 1 copy of personal essay, 1 copy of work plan, 1 copy of letter of recommendation, 1 copy of agreement on provision and utilization of personal information.

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Applicant: (sign here)

TO: Minister of Science, ICT and Future Planning

[Form 2]

**R é s u m é**

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| **Photo** | |  | **Name** | **O O O (Chinese Characters: O O O / English : O O O)** | | | | | |
| **Affiliation** |  | | | **Position** | |  |
| **Work Address** | **( FAX : )** | | | | | |
| **Home Address** |  | | | | | |
| **Contact Information** | **Office** |  | **Home** | |  | |
| **Date of Birth** | **YY.MM.DD** | **Cell** |  | **E-mail** | |  | |

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| **Level**  **of**  **Education** | **Period** | **Name of School** | **Major** | **Degree** |
| **YY.MM.-YY.MM.** |  |  |  |
| **‘00.00.-‘00.00.** |  |  | **Bachelor’s** |
| **‘00.00.-‘00.00.** |  |  | **Master’s** |
| **‘00.00.-‘00.00.** |  |  | **Doctor’s** |

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| **Career** | **Period** | **Affiliation and Position** |
| **YY.MM.-YY.MM.** |  |
| **‘00.00.-‘00.00.** |  |
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| **‘00.00.-‘00.00.** |  |

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| **Major Performance** | **Details** | **Notes (Year, etc.)** |
| *Number of technology transfer and profits, outcomes of startup support, etc.* |  |
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[Form 3]

**Personal Essay**

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| **Name** | **Affiliation & Position** | **Field of Study** | **Contact Information**  **(work, cell, e-mail)** | **Notes** |
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| ※ There is no separate form for the personal essay. Please write about your experience and major activities in supporting local U.S. startups, your activities for supporting the global commercialization of outstanding Korean technologies and attracting investments, experience in cooperation with U.S., language abilities, etc. (within 5 pages) |

[Form 4]

**Work Plan**

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| **Name** | **Affiliation & Position** | **Field of Study** | **Contact Information**  **(work, cell, e-mail)** | **Notes** |
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| ※ There is no separate form for the work plan. Please write about your intended development goal for the center, operational strategies, organizational management, operation, plan, and expected effects (no word limit). |

[Form 5]

**Letter of Recommendation**

**□ Personal information of Recommender**

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| **Name** | **Affiliation & Position** | **Field of Study** | **Contact Information**  **(work, cell, e-mail)** | **Notes** |
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**□ Reason for recommendation**

2016. . .

**Recommender: (sign here)**

TO: Minister of Science, ICT and Future Planning

[Form 6]

**Agreement on the provision and utilization of personal information**

I understand that the Ministry of Science, ICT and Future Planning and the National Research Foundation of Korea will need to use my personal information about my level of education, experiences, achievements, and so forth in the evaluation for the recruitment and appointment of the new head of the KIC-Washington. Therefore, I hereby agree to provide my personal information for this purpose, on the understanding that it will be protected by the 「Personal Information Protection Act」, etc., to the Ministry of Science, ICT and Future Planning and the National Research Foundation of Korea in accordance with Article 18 of the same Act, etc.

**□ Applicant’s information**

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| **Classification** | **Name** | **Date of Birth** | **Affiliation** | **Signature for consent on the use of personal information** |
| Applicant for head of center |  | YYYY.MM.DD |  |  |

※ Please sign the section 'Signature for consent on the use of personal information.'

※ This agreement should be submitted not only by citizens of the Republic of Korea but also by citizens of other countries.

**□ Information on consent for the collection, use and provision of personal information**

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| **○ Information on consent for collection and use of personal information (Act Article 15 Paragraph 2)** | **○ Information on provision of personal information to third parties (Act Article 17 Paragraph 2)** |
| **1. Purpose of collection and use if personal information**  - Office work for evaluation, etc. of recruitment and appointment of new head of the KIC-Washington  **2. (General) Items of personal information to be collected**  - Name, name of affiliated institution, position, rank, field of study, contact information (office, cell, email, home), date of birth, work address (including fax number), home address, information on level of education, major experiences, major achievements.  **3. Period of retention and use of personal information**  - Personal information will be preserved from the time of signing the agreement to the time the purpose of its collection and use ends.  **4. Right to refuse consent and ensuing disadvantages**  - You may refuse to consent to the collection and use of your personal information, etc. However, you may not apply for the post of head of KIC- Washington if you withhold your consent. | **1. Recipient of information**  - KIC-Washington  **2. Purpose of use of personal information by recipient thereof**  - Office work for evaluation, etc. of recruitment and appointment of the head of the KIC- Washington  **3. Personal information items to be provided**  - Name, name of affiliated institution, position, rank, field of study, contact information (office, cell, email, home), date of birth, work address (including fax number), home address, information on level of education, major experiences, major achievements.  **4. Period of retention and use of personal information by recipient thereof**  - Personal information will be preserved from the time of signing the agreement to the time the purpose of its collection and use ends.  **5. Right to refuse consent and ensuing disadvantages**  - You may refuse to give consent to the collection and use of your personal information, etc. However, you may not apply for the post of head of KIC-Washington if you withhold your consent. |
| **I agree □ I do not agree □** | **I agree □ I do not agree □** |

Furthermore, I acknowledge that the photocopy of the agreement, signed and sealed by myself, has effectiveness that is equivalent to the original copy for the sake of convenience in collecting the various items of data required for the evaluation.

, , 2016