

# Recruitment Notice for [Dept. of Bio and Brain Engineering] Fixed-Term Employee at KAIST

## 1 Field of Recruitment and Number of Employees

Category	Title	Field	Recruitment type	Number of employees being recruited
Administrative Position	Contract Administrative Staff	Contract Administrative Staff	All	1

※ There may be no hires made when no suitable candidate is found for the field.

## 2 Job Responsibilities for Field

Field	Key Responsibilities
Contract Administrative Staff	Administrative work related to scientific research grants and expenses.

※ Refer to Job Description (appendix) for more details on job responsibilities

## 3 Eligibility for Application

Type	Key Content
Eligibility Criteria	Fluency in both English and Korean is required, including English conversation. A background in science and research is desirable but not necessary.

Preferential Treatment	- Persons eligible for employment assistance under the Act on the Honorable Treatment of and Support for Persons of Distinguished Service to the State: additional scores pursuant to the relevant statutes (10% or 5% of full score for the category)
Grounds for Disqualification	<ul style="list-style-type: none"> <li>- A person falling under any subparagraph of Article 33 of the State Public Officials Act;</li> <li>- A person whose civil rights have been suspended or deprived by law;</li> <li>- A person whose physical examination results disqualify them from employment</li> <li>- A person who has evaded his duty of military service</li> <li>- A person under order of employment restriction pursuant to Article 56 of the Act on the Protection of Children and Juveniles against Sex Offenders</li> <li>- A person subject to employment restrictions due to dismissal for corruption</li> <li>- A person who signed their first specialized employee employment contract after September 1<sup>st</sup>, 2019 whose previous period of service ended less than 1 year ago</li> </ul>

## 4

# Employment Terms and Place of Work

Type	Content
Employment Type	Fixed-Term
Service Type	Part-time (5days a week, 20 hours a week)
Contract Period	2022.03.21 - 2023.05.31 (참여과제 □□ □□ □□□□ □ □□□□□ □□□ □□□.)
Wage	2,000,000 KRW/month (before tax)
Place of Work	KAIST, main campus in Daejeon
Department	Bio and Brain Engineering
ScheduledDate of Appointment	2022.03.21

## 5 Application Method and Period

Type	Content
Method	Complete the designated form published together with this notice, sign and scan a hard copy and submit via e-mail - E-mail for applications: <a href="mailto:hyunjupark@kaist.ac.kr">hyunjupark@kaist.ac.kr</a> (※ Applications submitted in different formats from the one provided or without candidate's handwritten signature shall not be accepted.)
Period	- 2022.02.08, 09:00 – 2022.02.23, 24:00

## 6 Recruitment Schedule and Treatment of Successful Candidates

### A. Recruitment Screening Schedule

Type	Evaluation Method	Acceptance multiple (Waitlist acceptance multiple)	Schedule	Note
Documents screening	Evaluation of application and self-introduction	3 (1)	Early March	
Interview	Individual interview	1 (1)	Early March	□ □
Verification of disqualification grounds*	Checking disqualification grounds among potential hires	-	Mid March	
Appointment	New appointment	-	2022.03.21 (expected)	

- \* Candidates passing the interview (potential hires) are checked for the truth of information provided in application and self-introduction, as well as grounds for disqualification
- Where it is found that falsification or unverifiable facts have been stated in the application or self-introduction during the process of checking evidential materials, the candidate's acceptance may be rescinded.
- Where irregularities are found in the process of disqualification grounds verification, the candidate's acceptance shall be rescinded.
- ※ The above schedule is subject to change depending on internal circumstances.

## B. Standards for Acceptance

Type	Standards
Additional points by law	Applied to persons subject to employment assistance pursuant to relevant statutes*
Acceptance standards	In order of highest score based on the average score of the judges' scores (※ Score has to be at least 1/2 of the full score for each category for acceptance)
Standards for handling tied scores	<b>(Documents Screening)</b> All candidates with the same score will be given an interview <b>(Interview)</b> Successful candidates are chosen in the priority order of ① employment assistance recipient ② specialist ③ local talent ④ persons with disabilities pursuant to relevant statutes

\* The number of persons selected through additional scored assigned pursuant to the Act on the Honorable Treatment of and Support for Persons of Distinguished Service to the State Article 31 (Additional Scores in Employment Examination) Paragraphs 1 and 2 may not exceed 30 percent of the planned number of employees to be recruited in that employment examination (number of persons shall be rounded down to the nearest whole number). However, this shall not apply where the number of applicants equal or is less than the number of persons to be recruited.

## 7 Documents to be Submitted at Each Stage

### A. Documents Submitted Upon Registration of Application

Submitted documents	Time of submission	Submission method
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Application and self introduction	Submitted at time of registration	Via e-mail to the person-in-charge of the recruitment
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## B. Verification of Disqualification Grounds

### Submitted by: Successful Candidates after Interview (Potential Hires)

- Submission method: to be notified individually.
- **Evidential materials are materials requested in connection with the acceptance of the candidate and only used to verify the factuality of claims.**
- All evidential materials shall be issued no more than 30 days before the date of submission to enable fact-checking.
- Where matters stated in the application differ from the truth, or cannot be proven with evidence, the candidate's screening may be terminated and their acceptance rescinded.

#### 1) Checking Factuality of Matters Stated in Application and Self Introduction

Submitted documents	Purpose
<ul style="list-style-type: none"> <li>- Proof of education</li> <li>- Proof of work experience<sup>1)</sup></li> <li>- Proof of employment assistance recipient status (honorable treatment)<sup>2)</sup></li> </ul>	Verification of matters stated in application
<ul style="list-style-type: none"> <li>- Proof of matters stated in self introduction</li> </ul>	Verification of matters stated in self introduction

1) Work experience certification, proof of insurance coverage commencement and termination for any of the 4 major insurances, proof of income etc. may be required as proof of experience.

2) Proof of employment assistance recipient status should be issued with KAIST (Korea Advanced Institute of Science and Technology) selected as the recipient

## 2) Verification of Disqualification Grounds

Submitted documents	Purpose
<ul style="list-style-type: none"> <li>- Certificate of Non-existence of Registered Guardianship</li> <li>- Personal credit information records</li> <li>- Confirmation of Non-applicability of Disqualification Grounds</li> <li>- Employment physical examination (physical examination results for employment of public officials)</li> <li>- Pathological certificate (where applicable)</li> <li>- Sexual offense history records</li> </ul>	Verification of Disqualification Grounds

## 8 Appeals and Return of Documents

### A. Appeals

Type	Key Content
Application period	- 15 day period following the announcement of the successful candidates
Application method	<ul style="list-style-type: none"> <li>- Directly requested from the person in charge of the recruitment</li> <li>- Applicants shall fill in the form for appeals and submit to the person-in-charge of the recruitment</li> </ul> (Form to be sent individually to the appeal filer)
Handling	<ul style="list-style-type: none"> <li>- Review of appeal content and response provided within the legal boundaries of relevant statutes (Personal information (candidates, examiner, evaluators etc.), intellectual property rights (external examining body) etc.)</li> </ul> (※ Appeals or inquiries unrelated to the recruitment screening shall not be responded to.)

### B. Return of Recruitment Documents

type	Key content
Period of request	From 14 to 90 days after the final successful applicant is announced
How to request	- email at <a href="mailto:hyunjupark@kaist.ac.kr">hyunjupark@kaist.ac.kr</a>
Materials to be returned	- Recruitment documents (basic review materials, evidential materials, in-depth review materials etc.)
Documents not returned	- Recruitment documents submitted on website or email - Documents submitted by applicant without request from KAIST

## 9 Notes

- In relation to restrictions on re-appointment after retirement of fixed-term employees at KAIST, candidates must disclose the fact of previous work experience at KAIST in the work experience portion of the application and candidates who fail to disclose existing work experience at KAIST or provide falsified information may have their acceptance or hiring rescinded.
- Currently employed fixed-term employees at KAIST cannot be recruited pursuant to relevant internal regulations.
- The applicant themselves shall be liable for any disadvantage incurred due to errors in application, missing information, failure to meet eligibility criteria, not being contactable, failure to check acceptance etc.
- Evidential materials must be submitted afterwards for matters stated in the application and self introduction, and the provision of falsified information or submission of falsified evidential materials shall lead to the acceptance or hiring being rescinded.
- The application and self introduction shall comply with blind hiring guidelines, and the inclusion of bias inducing items\* may lead to deductions.

\* The following are the 16 major bias inducing items:

1) 6 major bias inducing items: region of origin, family relations, school name, gender, date of birth (age), photograph;

2) 10 major bias inducing items: marital status, assets, hobbies (talents), religion, height (weight), education history, major, GPA, languages, recommender

\* Example: Do not include information such as school e-mail addresses, school dormitory addresses, student society names, names of famous alumni that can be used to deduce the candidate's school. Avoid using words such as elder sister, elder brother, son, daughter (married), wife etc.

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○ Under the blind hiring guidelines, information that may induce bias, including the candidate's basic personal particulars (including information unintentionally obtained in the process of evidential document review), shall not be provided to evaluators.

○ The schedule and content of the recruitment process are subject to change depending on internal circumstances, and changes shall be notified individually to affected applicants.

○ Penalization of fraudulent acts related to recruitment

In any of the following cases, measures may be taken, such as disqualification of applicants, rescission of acceptance, rescission of hiring, judicial procedures, etc., and the candidate's re-appointment at all public institutions shall be prohibited for the next five years:

1. A person whose employment has been revoked due to the discovery of fraudulent hiring at another institution;

2. A person who has stated falsifications or falsified documents in submitted documents;

3. A person who is ineligible for application, such as a failure to prepare required documents

4. A person engaging in fraudulent acts such as taking an employment examination with fraudulent means;

5. A person involved in illicit hiring through solicitation, pressure, bribery, etc.;

6. Person accepted through fraudulent means\*

\* Where a candidate or any other person closely related to a candidate has engaged in fraudulent acts, such as unfair solicitation for employment, coercion or provision of monetary benefits, etc. the candidate who had been accepted due to such fraudulent conduct.

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○ Rescission of Acceptance/Hiring for Persons Restricted from



## Employment due to Dismissal for Corruption

### Act on the Prevention of Corruption and the Establishment and Management of the Anti-Corruption and Civil Rights Commission

#### Article 82 (Restrictions on Employment of Public Officials Dismissed for Corruption)

①(1) A person dismissed for corruption, etc. means any of the following persons:

1. Any public official who mandatorily retires or is dismissed or discharged from office for committing an act of corruption in connection with his/her duties while in office;
2. A former public official who is sentenced by a court to a fine of three million won or severer punishment for committing an act of corruption in connection with his/her duties while in office.

② No person dismissed for corruption, etc. may be employed in any of the following institutions subject to restriction on employment of a person dismissed for corruption for five years, from the date he/she retires if he/she mandatorily retires or is dismissed or discharged from office, or from the date his/her punishment is completely executed (including where his/her punishment is deemed to be completely executed) or the non-execution of his/her punishment becomes finally confirmed if he/she is sentenced by a court to a fine of three million won or more sever punishment:

1. A public institution;
2. An institution involved in an act of corruption prescribed by Presidential Decree;
3. For-profit private enterprise, etc. (including the following juristic persons) which has close relations with the business affairs of the department or institution to which he/she belonged for not less than five years before he/she retires etc.

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- Candidates may be selected for the waitlist (next best candidates after interview) as replacements for openings created by confirmed hires (candidates who pass the interview and have no grounds for disqualification) who are cancelled, reject the offer or resign. Waitlisted candidates may be employed according to the institution's needs within 1 year following the recruitment.
- Newly hired employees are asked to verify the presence of relatives\* employed at KAIST, and the number of hires with relatives already employed at KAIST shall be published on the KAIST website.

\* Paternal/maternal relative of self or spouse, up to 4 degrees of kinship

- Person-in-charge of recruitment: **박현주(042-350-4302)**  
**hyunjupark@kaist.ac.kr**

- Help for victims of recruitment fraud: KAIST human resources management team ([recruit@kaist.ac.kr](mailto:recruit@kaist.ac.kr))