

2024년도 제2차 인재개발원 기간제근로자 모집공고

한국수력원자력(주)는 귀하의 개인정보보호를 중요시하며, 『정보통신망 이용촉진 및 정보 보호 등에 관한 법률』상의 개인정보보호 규정 및 관련 법령에 의거한 개인정보취급방침을 준수하고 있습니다.

Adult Teaching Position Starting in April 2024

KHNP (Korea Hydro & Nuclear Power Co., Ltd.) Human Resources Development Institute (KHRDI) is looking for a native English-speaking instructor who can start in April 2024. We are looking for enthusiastic and professional individuals who will join us to develop talented human resources in KHRDI.

1. Job Description

- **Position:** Full-time English Instructor
- **Number of Vacancies:** 1
- **Essential Duties**
 - Teaching English: One-on-one classes or group classes with 6-20 adults.
 - Developing tailored curriculums and textbooks in collaboration with other instructors.
 - Providing input on English programs and regularly evaluating student performance.
 - Developing and evaluating English test questionnaires.
 - Active cooperation on business trips and extra activities such as cooperation with local communities
 - Active participation in online training-related classes including preparation, management and recordings. (The ownership of recordings belongs to KHNP and the company will not pay extra compensation for their educational distribution.)

2. Qualifications

- **Native English speaker residing in Korea**
 - * Native English Speaker : A citizen of the following seven English-speaking countries with an E-2 visa or Visa holders with no restrictions on employment.
 - * Visa that meets the requirements defined by the Minister Justice of Korea : Australia, Canada, Ireland, New Zealand, United Kingdom, United States or South Africa
- Holders of a bachelor's degree

3. Hiring Processes

- Step 1: Document screening
- Step 2: Personal interview & mock lecture(30 minutes).
 - The mock lecture should last 15 minutes with a topic of your choice.
 - The Personal interview should last 15 minutes.
- ※ Applicants will be contacted individually for an interview if they successfully pass the initial document screening process.
- Step 3: Medical check

4. How to Apply

- Send an e-mail with all required documents (see below) by March 13, 2024 (18:00pm KST) to kimjaehong@khnp.co.kr
- **Required documents**
 - Send with your application e-mail:
 1. RESUME [**Attachment 1**]
 2. Consent form for Collection and Use of Personal Information [**Attachment 2**]
 3. Copy of University diploma with Apostille
 - Masking the 'School Name', 'The year for Entrance & Graduate' etc*
 4. Copy of First Two Pages of Passport
 - Masking the 'ID-Photo', 'The year for Birth', 'Passport number', 'Male' etc*
 5. Copy of Alien Registration Card(Front and Back)
 - Masking the 'ID-Photo', 'The year for Birth', 'ID-Number', 'Male' etc*
 6. Copy of Career Certificate(s) - Applicable only to the holder
 - Masking the 'Company name', 'The year for Birth', 'ID-Number', 'Male' etc*
 7. Copy of Teaching Certificate(s) - Applicable only to the holder
 - Masking the 'School name', 'The year for Birth', 'ID-Number', 'Male' etc*

*etc: Do not include information that can identify individuals, such as the school name, hometown, or personal connections within the KHNP. However, you can provide details related to your professional experience, including work departments and periods.

○ Mandatory Interview Documentation(Interview applicant only)

The following documents without masking:

1. Original resume, original personal information consent form
2. Copy of academic degree certificate(University diploma with Apostille)
3. Alien registration card and Passport
4. Copy of bank account (Domestic bank only)
5. Copy of employment certificate
6. Copy of teaching certificate.

5. Working Conditions

- Period of Employment: April, 2024 – April, 2025(12 months, subject to change)
- Annual Salary: Approx. 45,000,000 KRW
- Working Hours: Monday to Friday, 09:00-18:00 (Lunch Break 12:00-13:00)
- Paid Vacation: Maximum 11 days per year
- Benefits: Severance payment, national pension, national health insurance, industrial accident compensation insurance.
- Work Place: KHNP Human Resources Development Institute
- 658-91, Haemaji-ro, Seosang-myun, Ulju-gun, Ulsan-si, Korea
(It takes 30 minutes by car from Haeundae(Busan) area.)

6. Blind Recruitment Processes

- Personal information such as name and address stated in the job application will be used only for identification at each screening phase, and it will not be disclosed in the interview.
- When submitting your job application by e-mail, an e-mail address which indicates a name of school or a certain organization is NOT allowed.
- If a school name or family information which may arouse prejudice is stated in the job application, the applicant may have disadvantages in the recruitment.

7. Other instructions

- The applicant is fully responsible for any and all disadvantages incurred due to inaccurate or missing information in the job application. In addition, if information

in the job application is found to be falsified or not true; the recruitment result and employment contract will be cancelled; the candidate will be restricted from applying for a position at the Company in the future; may face legal punishment in accordance with applicable laws and regulations.

- Please fill out the job application very carefully referring to job application instructions so as to avoid disadvantages due to inaccurate or missing information.
- Please be sure to bring your identification (alien registration card, valid passport) to the interview, otherwise you will not be allowed to have an interview.
- If none of the applicants are determined to be qualified for the position after the recruitment processes, the Company may decide not to hire anyone.
- Anyone who requests special consideration for a job position, commits irregularities and/or is unlawfully employed for the job position will be subject to legal punishment pursuant to applicable laws and regulations such as the Improper Solicitation and Graft Act. The recruitment result can be nullified or cancelled even after the candidate is appointed.
- Anyone who suffers from disadvantage or damage due to unlawful recruitment will be entitled to remedies in accordance with the remedial procedure of the Company.
- Unlawful recruitment acts can be reported to an online complaints system on the website of the Company.
- If you would like for your submitted documents to be returned (excluding an employee who has signed an employment contract), please fill out and submit Attachment 2 (must be signed by the applicant).
- For further information, please contact our recruiting manager (Email: kimjaehong@khnp.co.kr) at the Training Support Department, KHNP Human Resources Development Institute.
- If there is a vacancy due to disqualification during the physical examination, withdrawal from the application process (including those who did not attend the physical examination or formally submitted a written withdrawal before joining), and those who provided false

information in application documents or if the selected candidate resigns within two months after signing the employment contract, a secondary selection process will be conducted for the reserved candidates. This includes a physical examination and background check for unethical behavior, and if there are no issues, they will be selected as the final candidates.

[EXAMPLE] Masking Copy of University diploma, Passport, Alien Registration Card

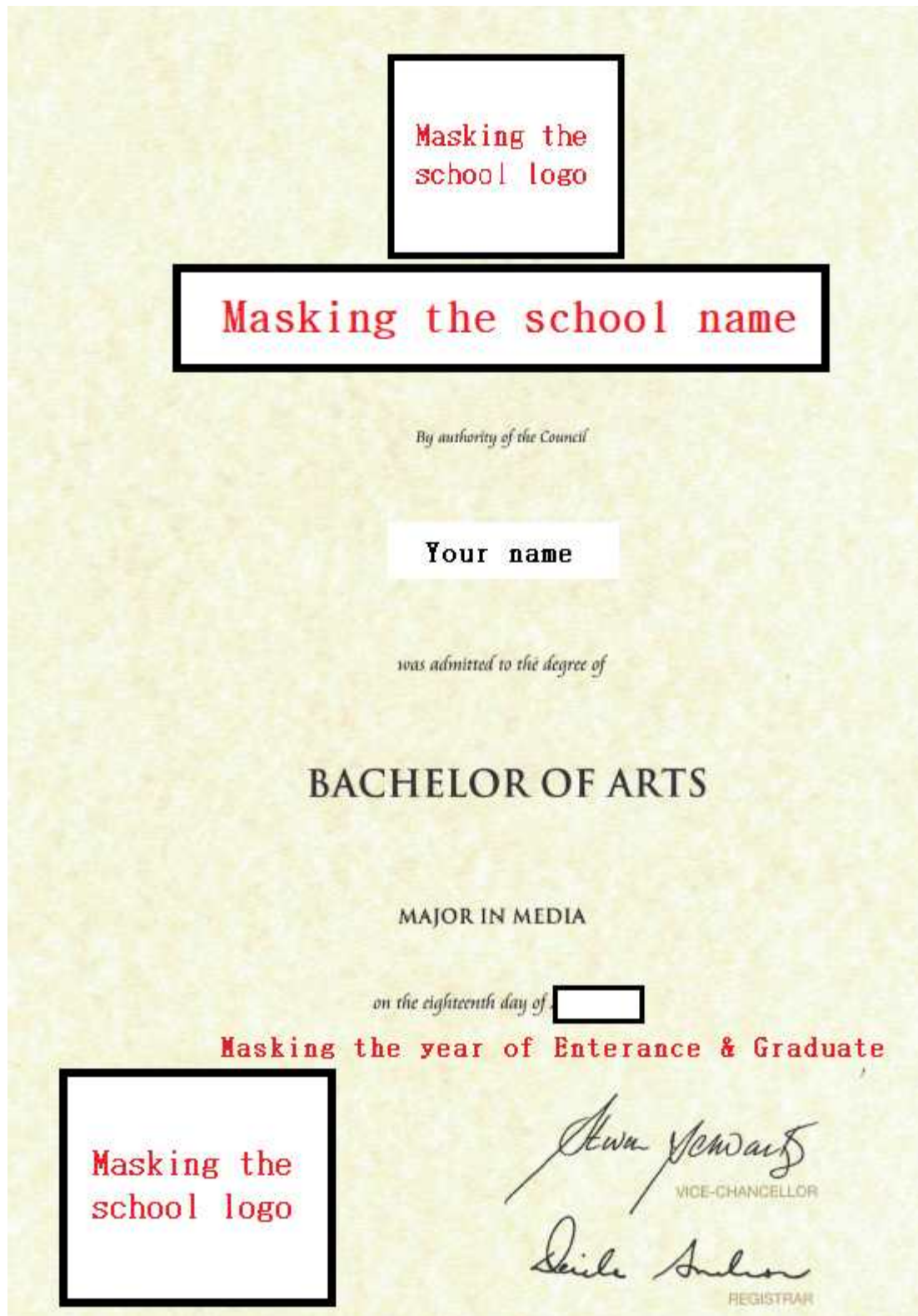
[\[Attachment 1\] RESUME](#)

[\[Attachment 2\] Consent to the collection and use of personal information](#)

[\[Attachment 3\] Request for the return of submitted application documents](#)

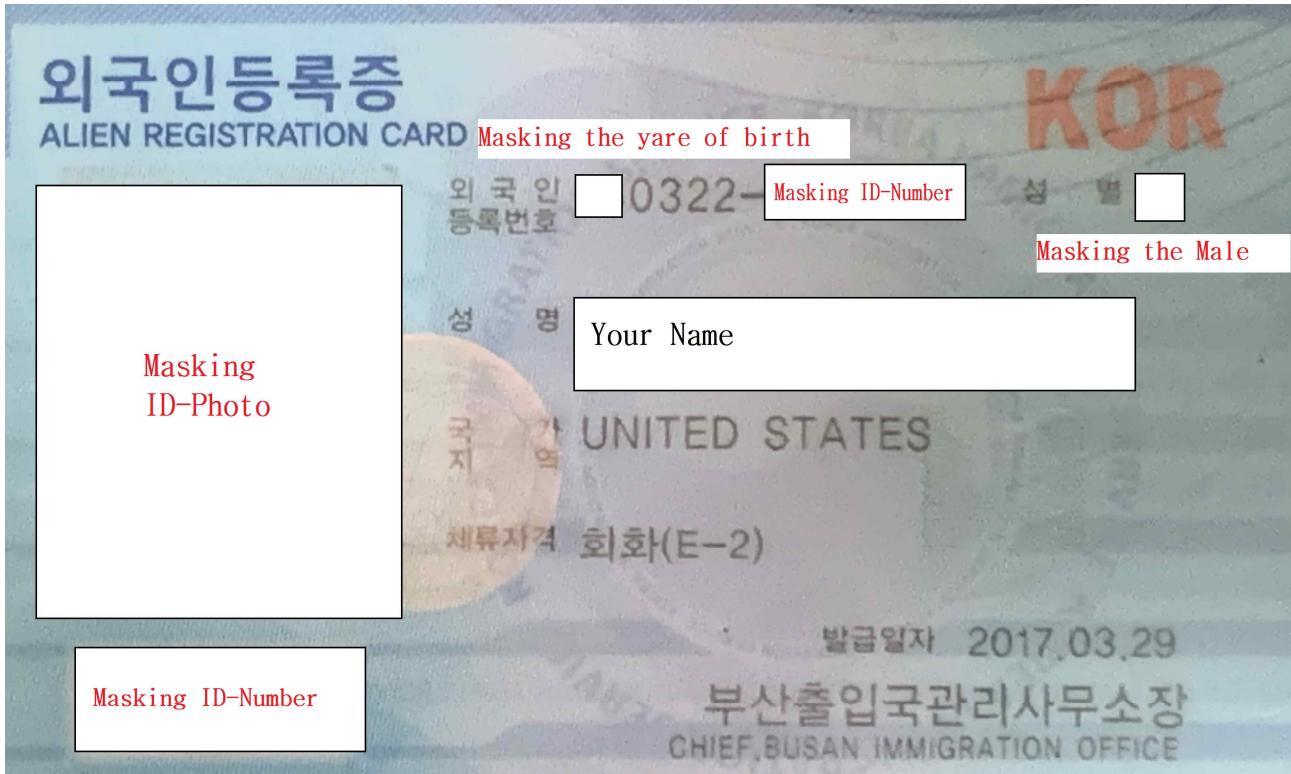
[\[Attachment 4\] Job Description](#)

[EXAMPLE] Masking the Copy of University diploma



- Masking the 'School Name(logo)', 'The year for Entrance & Graduate'

[EXAMPLE] Masking the Copy of Alien Registration Card



- Masking the 'ID-Photo', 'The year for Birth', 'ID-Number', 'Male'

RESUME

성명 / NAME	
주소 / PRESENT ADDRESS	ZIP CODE :
연락처 / MOBILE PHONE	- -
이메일 / EMAIL ADDRESS	@gmail.com (USE GOOGLE MAIL ONLY)

비자 유형 / VISA TYPE	
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국적 / Nationality	
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학력 / UNIVERSITY(GRADUATE SCHOOL)

※ Do not write school name

학위 / DEGREE	전공 / MAJOR

DATE : 2024. . .

NAME : _____ (sign)

Self-introduction

■ Motivation and aspirations for applying to Korea Hydro & Nuclear Power.

(font size: 11point, Within 10 lines)

■ Personal characteristics and strengths. Teaching philosophy as an English instructor.

(font size: 11point, Within 10 lines)

■ Teaching experience, career history and Work ethics.

(font size: 11point, Within 15 lines)

※ Do not include information that can identify individuals, such as the school name, hometown, or personal connections within the KHNP. However, you can provide details related to your professional experience, including work departments and periods.

Job Performance Plan

Personal teaching methods. Achievements and plans after being hired.

(font size: 11point, Within 20 lines)

I hereby affirm that all information provided is accurate, and I acknowledge my willingness to accept any consequences in the event of the discovery of false statements.

DATE 2024. . .

NAME: _____ (sign)

※ Please submit a career certificate that includes contact information that can be verified for the career history you have listed.

[Attachment 2]

Consent to Collection and Use of Personal Information

1. Purposes

KHNP(Korea Hydro & Nuclear Power Co., Ltd.) Human Resources Development Institute (KHRDI) collects and uses personal information of applicants for recruitment to verify applicants' identification and qualifications, as well as to inform applicants of recruitment processes and screening results.

2. Items of Personal Information Subject to Collection and Use

- a. To verify identification: Name and date of birth
- b. To screen application: Academic background (school, major, degree, etc.), career records (employment period, position, etc.), certificate/license, nationality, and visa type
- c. To notify of recruitment processes and screening results: Mobile phone number and e-mail address
- d. Retention period: Collected personal information will be discarded within six (6) months after the recruitment process has been completed.

3. Collection of Personal Identification Number (applied to those who pass the first stage of screening)

In addition to general information described above, KHNP collects and uses personal identification numbers upon application.

- a. Alien registration number
- b. Passport number
- c. Retention period: Collected personal Identification Number will be discarded within six (6) months after the recruitment process has been completed.

4. Right to Refuse Collection of Personal Information

Applicants are entitled to refuse collection and use of personal information and

provision to a third party. However, it should be noted that refusing collection and use of personal information may result in disadvantages for applicants such as the rejection of their application.

5. Agreement to Collection and Use of Personal Information

I, with my signature below, hereby confirm that I fully understand the descriptions above and agree to the collection and use of my personal information and provision of such information to a third party by KHNP.

Date:

Name:

(sign)

[Attachment 3]

Requesting the Return of Hiring Documents

File No.		Date of receipt
Requester	Name.	No. of applicant
Mailing address		
Return address (If it's different from above)		
Desired documents		

Pursuant to Article 11 of FAIR HIRING PROCEDURE ACT and Article 2 and 4 of ENFORCEMENT OF DECREE OF THE FAIR HIRING PROCEDURE ACT, I request the return of hiring documents as above.

(YYYY. MM. DD)

Requester

(Signature)

To Site Vice President of KHRDI

Notice

1. Upon receipt of a request for the return of hiring documents from a job applicant pursuant to Article 2, clause 1 of ENFORCEMENT OF DECREE OF THE FAIR HIRING PROCEDURE ACT, a job offerer shall send or deliver the hiring documents to the job applicant within 14 days from the date the job applicant files a request for return.
2. When returning hiring documents, the job offerer shall return the relevant documents as specially-handled postal items or return directly to the a job applicant pursuant to Article 2, clause 2 of ENFORCEMENT OF DECREE OF THE FAIR HIRING PROCEDURE ACT.
3. Pursuant to Article 11. clause 5 of FAIR HIRING PROCEDURE ACT and Article 5, clause 2 of ENFORCEMENT OF DECREE OF THE FAIR HIRING PROCEDURE ACT, a job offerer may require the relevant job applicant to bear the expenses incurred in returning the hiring documents.

[Attachment 4]

Job Description

Title	Full-time English Instructor	
Work location	KHNP (Korea Hydro & Nuclear Power Co., Ltd.) Human Resources Development Institute (KHRDI)	
Job summary	Teaching English at KHRDI	
Duties and Responsibilities	<ul style="list-style-type: none"> ■ Managing English classes for KHRDI's language program <ul style="list-style-type: none"> - Conduct in-person and remote classes for KHNP employees ■ Material development <ul style="list-style-type: none"> - Develop and use your own textbooks and materials when managing classes ■ Assisting Instructors in charge of global training in improving their English proficiency <ul style="list-style-type: none"> - 1:1 class, Mock class observation and Coaching ■ Special classes <ul style="list-style-type: none"> - Visit different sites or departments in charge of overseas projects and provide classes ■ Editing of translation ■ Active participation in online training-related classes <ul style="list-style-type: none"> - including preparation, management and recordings. (The ownership of recordings belongs to KHNP and the company will not pay extra compensation for their educational distribution.) 	
Skills and Competencies	<ul style="list-style-type: none"> ■ Capable of managing and teaching English classes in face-to-face/distance learning environments ■ High-level English competency to develop textbooks and materials 	
Nationality	Required	<ul style="list-style-type: none"> ■ Foreigners or overseas Koreans who speak English as their first language <ul style="list-style-type: none"> - A citizen of Australia, Canada, Ireland, New Zealand, United Kingdom, United States or South Africa* *E-2(Teaching) visa or F visa holder who meets the requirements defined by the Minister Justice of Korea
Educational background	Required	<ul style="list-style-type: none"> ■ Bachelor's Degree (Engineering degrees are preferred)