

Recruiting Divisions(Depts.) LIST

No.	Divisions (depts)	Job Description	Requirement	Office Location	Numbers recruiting
1	Organization Management Division	Search status of the international organizations and research materials	Fluent in English and Korean	6F, 110, Sejong-daero, Jung-gu (Seoul City Hall)	1
2	Multiculturalism Division	-Support programs for international residents such as international students -Interpret, translate and proofreading	Fluent in English and Korean	9F, 110, Sejong-daero, Jung-gu (Seoul City Hall)	1
3	Multiculturalism Division (Global center management team)	-Research foreigner policy cases of overseas cities and translate them	Fluent in French	4F, Seoul Global Center 38 Jongro, Jongno-gu)	1
4	Multiculturalism Division (Business Team, Seoul Global Center)	- Translate a business guide book - Analysis consultation reports - Guide visitors	-Fluent in Korean -Proficiency in OA program(PPT, Excel) is preferred	6F, Seoul Global Center 38 Jongro, Jongno-gu)	1
5	Multiculturalism Division (Daily Living Support Team, Seoul Global Center)	-Translate and interpret -Assist counselings, etc.	-Russian or Uzbek (bilateral is preferred) -Thai -Higher than level 4 of TOPIK	5F, Seoul Global Center 38 Jongro, Jongno-gu)	3
6	Magok Business Division	-Make PR materials of Magok district and service in foreign language	Fluent in English or Chinese	12F, 15, Deoksugung-gil, Jung-gu (Seoul City Hall Seosomun Building)	1
7	Information System Planning Division (WeGO Secretariat)	-Updating and managing the CRM / database of WeGO -Documentation of discussions with WeGO's members and partners -General support to the Program Team through contacting WeGO members, media screening, and others as needed	-Native or fluent in English -Proficiency in language of any WeGO member city is preferred -Detail-oriented and responsible attitude -Good communication skills -A good knowledge or interest in ICT, e-Governance, urban development, or international affairs -Open mindset / team spirit	WeGO Secretariat, 10F, Seoul Global Center building, 38 Jongro, Jongno-gu	1
8	Investment Promotion Division	-Support cooperation with Chinese institutions, companies by translation, interpretation -Research for the investment attraction	-Fluent in Korean and Chinese -Major in Business Administration or International Relations	7F, 21, Mugyo-ro, Jung-gu	1
9	Senior Citizen Support Division	-Research cases of policy of WHO(World Health Organization) accession cities -Research cases to attract senior citizen related international organizations	Fluent in English	4F, 110, Sejong-daero, Jung-gu (Seoul City Hall)	2

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10	Transportation Information Center	-Support TOPIS(http://topis.seoul.go.kr) by guiding foreign visitors and sending emails	Fluent in English and Korean (Your identity and nationality will be secured by regarding inner-qualification)	3rd basement, 110, Sejong-daero, Jung-gu (Seoul City Hall)	1
11	Climate & Air Quality Management Division	-Research China-related materials and policies -Translate and interpret	Chinese, Korean biligual Chinese who is capable of translation and interpretation	11F, 15, Deoksugung-gil, Jung-gu (Seoul City Hall Seosomun Building)	1
12	Climate & Air Quality Management Division (ICLEI East Asia)	-Research and collect information of cities in Japan -Assist works by writing emails and calls	Fluent in Japanese	14F, Seoul Global Center 38 Jongro, Jongno-gu)	1
13	Climate & Air Quality Management Division (ICLEI East Asia)	-Research and collect information of cities in Mongolia -Assist works by writing emails and calls	Fluent in Mongolian	14F, Seoul Global Center 38 Jongro, Jongno-gu)	1
14	History & Cultural Heritage Division	-Collect pieces of art works	-Language : English -A person who can speaks both Spanish and English is preferred	5F, 15, Deoksugung-gil, Jung-gu (Seoul City Hall Seosomun Building)	1
15	Human Resource Development Division	-MOU SMG Drafts Review : MOU drafts in relations to dispatch programs review Korean and English -Present at meetings between SMG and dispatch program representatives -General Research : Search for information related to requirements for secondment to overseas organizations, universities, etc	Fluent in English and Korean	7F, 110, Sejong-daero, Jung-gu (Seoul City Hall)	1
16	Landslide Prevention Division	-Translate the landslide prevention manual of Hong Kong government	Fluent in English and Korean	8F, The Exchange Seoul Building, 21, Mugyo-ro, Jung-gu	1
17	Seoul Metropolitan Fire & Disaster Headquarters	-Assist interpretations for foreign visitors -Assist tours for Children group	-Special qualification is not required -A cheerful person who likes children	Gwangnaru Safety Experience Center, 238, Neungdong-ro, Gwangjin-gu	English 1 Chinese 1 Japanese 1

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18	Seoul Metropolitan Fire & Disaster Headquarters	-Assist interpretations for foreign visitors -Assist tours for Children group	-Special qualification is not required -A cheerful person who likes children	Boramea Safety Experience Center, 460-25, Sindaebang-dong, Dongjak-gu	English 1 Chinese 1 Japanese 1
19	Seoul Grand Park Animal Planning Division	-Support program making for multicultural family visitors -Support education program making for foreign visitors - translate education programs and status of zoo aquarium in one's own country	-Asian country nationality -Fluent in Chinese(1person) or Japanese(1person) or Tagalog(1person) -capable of one's mother tongue, English and Korean	102, Daegongwongwangjan g-ro, Gwacheon-si, Gyeonggi-do	4
20	Research Institute of Public Health & Environment, Seoul Metropolitan Government	Make PR materials in Chinese	Chinese who speaks Korean, Chinese fluently	30, Jangunmaeul 3-gil, Gwancheon-si, Gyeonggi-do	1
21	Seoul Museum of Art Education & Public Relations Division	-'Global supporters' · assist activities in each native language · promote the Museum of Art on Facebook in each native language -Assist public relations of 'Museum of Art'	-Native English speaker(s) -Native Chinese speaker(s) -Native Japanese speaker(s)	61, Deoksugung-gil, Jung-gu	English 1 Chinese 1 Japanese 1
22	University of Seoul Institute of International Cooperation And Education	-Assistant for overall works at UOS IICE (Institute of International Cooperation and Education) office -Proofreading of IICE booklets -Consultation and advice for the future international UOS students -Taking care of current UOS international students' inquiries -Other necessary tasks in the office	-Native English speaker(s) -Native Chinese speaker(s)	Room 404, Changgong Hall, 163, Seoulsiripdae-ro, Dongdaemun-gu	2~3
23	University of Seoul Museum	-Research Seoul -Edit English manuscripts	Fluent in English	163, Seoulsiripdae-ro, Dongdaemun-gu	1
24	Seoul Baekje Museum	-Collect materials of Russian culture exhibition -Interpret for foreign visitors -Manage and guide of exhibitions	-fluent in Russian -a person who is sincere	71, Wiryeseong-daero Songpa-gu	1
25	Seoul Metro Hansung Univ. service center (Myeong-dong Station)	- Assist tours of surrounding areas for foreign ourists	-Fluent in English -Fluent in Chinese -Working day : Wed.~Sun. -Holiday : Mon.~Tue.	Line 4 Myeong-dong Station, 64 Chungmu-ro 1-ga, Jung-gu	2
26	Seoul Metro Hansung Univ. service center(Hyehwa Station)	- Assist tours of surrounding areas for foreign tourists	-Fluent in English -Working day : Wed.~Sun. -Holiday : Mon.~Tue.	Line 4 Hyehwa Station, 3, Daemyeong-gil, Jongno-gu	2

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27	Seoul Metro Oksu service center (Euljiro 3-ga(2) Station)	- Assist guides in Foreign language(English, Chinese, Japanese)	-Adequate English, Chinese or Japanese level	Line 2 Euljiro 3-ga Station, 106, Euljiro, Jung-gu	1
28	Seoul Metro Gyo-dae service center (Express Bus Terminal Station)	- Assist interpretations and guides	-capable of speaking Japanese or Chinese	Line 3 Express Bus Terminal Station, 188, Sinbanpo-ro, Seocho-gu	1
29	Seoul Metro City Hall service center (Seoul(1) Station)	- Assist guides for foreigners (Transfer and facility information)	-capable of speaking Japanese or Chinese	Line 1 Seoul Station 2, Sejong-daero, Jung-gu	1
30	Seoul Metro City Hall service center (Seoul(4) Station)	- Assist guides for foreigners (Transfer and facility information)	-Fluent in Japanese or English	Line 4, Seoul Station 392, Hangang-daero, Yongsan-gu	1
31	Seoul Metro City Hall service center (City Hall(1) Station)	- Assist guides for foreigners (Transfer and facility information)	-Fluent in Chinese or Japanese	Line 1 City Hall Station 101,, Sejong-daero, Jung-gu	1
32	Seoul Metro City Hall service center (City Hall Station)	- Assist guides for foreigners (Transfer and facility information)	-Fluent in Chinese or English	Line 2 City Hall Station 127, Seosomun-ro, Jung-gu	1
33	Seoul Metropolitan Rapid Transit Public Relations Department	- Collect information and report cases - Write articles on Subway Webzine	-capable of speaking Korean or English -capable of video or illustrator related tasks	346, Cheonho-daero, Seongdong-gu	1
34	Seoul Business Agency (DMC Vitalization Team)	-Assist DMC(Digital Media City) guides and PR	capable of speaking English	DMC Hi-tech Industry Center, 330, Seongam-ro, Mapo-gu	1
35	Seoul Foundation of Arts and Culture Seoul Art Space Jamsil	-Translate foreign language materials on managing space -Assist program conducting	-Fluent in more than one language among English and Chinese -Skill in Hangul, word processing program, etc -Bright and outgoing personality	Seoul Art Space Jamsil in Sports Complex, 21, Olympic-ro, Songpa-gu,	1
36	Seoul Foundation of Arts and Culture Seoul Art Space_Geumcheon	-Sort database and media data -Assist works of international artists in residency	Fluent in English and Korean	1F, 57, Beoman-ro 15-gil, Geumcheon-gu	1
37	Seoul Volunteer Center Depart. Of Capacity Building & Networking	- Monitor and Manage Foreign Volunteers - Research international volunteering services	-capable of writing report and research -voluntary service experienced person	Room 302, Namsan Bldg. 131, Sopa-ro, Jung-gu	1
38	Seoul Design Foundation	- Research overseas design field service (mainly Europe, USA, UK)	Language : English Nationality: Europe, USA	8F, 283, Yulgok-ro, Jongno-gu	2
39	Seoul Metropolitan Council (Legislation Division)	- Translate and interpret for '2014 Seoul Metropolitan Council International Conference' - Collect information	-Language : English, Japanese -Nationality : USA, UK, Japan -Higher than level 4 of TOPIK	15, Deoksugung-gil, Jung-gu	8