

## K-Seafood Trade Support Centre Job Recruitment

### 1. Recruitment Category and Qualifications

Job position	Category	no	Relevant Department	Nationality
Admin	Local admin staff	1	K-Seafood Trade Support Centre, Jakarta	Indonesian

#### ☐ Job Application Qualification

- ☐ A person who has no reason for disqualification under the rules and regulations of this association

### 2. Job Requirement

- ☐ Location and Contract period

Relevant Department	Location	Contract Period
K-Seafood Trade Support Centre, Jakarta	Jakarta (Overseas business trip may be needed)	1 year(renewable)

- ☐ Salary level

Relevant Department	Range (Year)	Remarks
K-Seafood Trade Support Centre, Jakarta	84,000,000 IDR ~ 144,000,000 IDR	Negotiable based on career Medical support and health screening included (within limit)

- ☐ Duties and Responsibilities : referred to Job Description

### 3. Recruitment Procedure

#### ☐ Recruitment Schedule

구분	일정	비고
Application Submission	3.4(Mon) ~ 17.4(Mon)	15 days
Document review	18.4(Tue)	
1 <sup>st</sup> Announcement	26.4(Wed)	
Interview	3.5(Wed)	
Final Announcement	5.5(Fri)	

※ The schedule is subject to be changed depending on the association.

#### ☐ Qualification Evaluation and Document Submission

- Qualification Evaluation: Checking whether the application qualifications are met and whether the application is honest

Relevant Department	Application qualification	Document Proof
K-Seafood Trade Support Centre, Jakarta	Indonesian citizen	ID

#### **[Condition of Disqualification]**

- Those whose qualifications for application cannot be objectively confirmed
- If any parts of the self-introduction is below the character limit
- If any parts of the self-introduction contains inappropriate sentences and meaningless characters

#### ○ Document evaluation

- Evaluation factors: letter of self introduction, Language certificates\*, Licence\*\*

\* Within 2 years of language certificate can be acceptable

\*\* Certificates specified in the job description only

☐ Interview

○ Location : notified after 1<sup>st</sup> Announcement

※ Applicants below the standard score will be disqualified

4. Required documents (submit pdf file via email\*, Actual submission during interview)

\* K-Seafood Trade Support Center Jakarta (kfishklmy@gmail.com)

---

○ Required document list

Compulsory	Only to applicable
<ul style="list-style-type: none"><li>- Job application form</li><li>- Copy of Indonesian ID card</li></ul>	<ul style="list-style-type: none"><li>- Copy of license, language certificate</li></ul>

---

5. Others

☐ Disadvantages caused by any errors, omissions, or inability to contact the applicant are the responsibility of the applicant

☐ Job application submission is conducted online only, and the candidates who failed can request the return of submitted documents after the announcement of the final interview results in accordance with Article 11 of the 「Act on Fair Recruitment Procedures」 (Documents will be discarded if there is not return request from the candidates)

※ How to request a refund: Submit the refund request form via job application submission e-mail

※ Eligible period of request : One month from the date of final announcement

- ☐ Acceptance will be canceled in the following cases
  - If the information on the application form is different from the facts (including failure to submit evidence)
  - In the case of applicants who directly or indirectly participated in misconduct during the recruitment process, and those for whom 5 years have not elapsed since the date the misconduct was discovered
  - In case of falling under the reason for prohibition of employment according to the 「Human Resource Regulations」 of this association
- ☐ If the normal progress of the recruitment process is difficult due to aggravation of the COVID-19 situation, natural disasters, or discovery of suspicious acts of misconduct, the recruitment process may be postponed, suspended, or canceled.
- ☐ If it is judged that there are no eligible candidates, the number of applicants may not be selected as expected.
- ☐ If a victim occurs due to recruitment corruption, the association will take action according to the remedial procedure.
- ☐ Please contact to email (kfishklmy@gmail.com) for any related inquiries.

