

# Embassy of the Kingdom of the Netherlands, Seoul, South Korea

## Job description: Temporary junior project assistant

### A. BASIC INFORMATION

Trade, investment, education, culture, agriculture and science & technology are important themes in the bilateral relation between Korea and the Netherlands. Korea is one of the main Asian export destinations of the Netherlands; student exchange is increasing rapidly; and the Netherlands is a big investor in Korea.

In the second half of 2023 we will see a surge in missions from the Netherlands to Korea to attend events and expos. For these delegations, the economic cluster at the embassy has to organize a Netherlands Pavilions, B2B meetings, seminars/webinars and site visits.

Delegations/events that are currently on our list are related to smart city, hydrogen, defense/aerospace, semiconductor, agriculture, water and design. To assist in setting up delegations in these areas, the embassy is looking an enthusiastic colleague who can assist the economic cluster with the facilitation and organization of events.

### B. TASKS AND EXPECTED RESULTS

Description of tasks:

#### *Arranging the Netherlands Pavilion at exhibitions*

- Actively communicate with the Dutch companies and knowledge institutes which will digitally or physically join the Netherlands pavilion via email and conference calls;
- Actively communicate with the expo-organizers about the Netherlands pavilion;
- Prepare any required materials for the pavilion;
- Translate any necessary documents either in English or in Korean;

#### *Organization of webinar/seminar & matchmaking event*

- Assist in preparing events such as seminar/webinar, matchmaking and online networking session;
- Prepare any required materials for the events;
- Facilitate at the venue of the events.

#### *Others:*

- Write postings for SNS-channels of the embassy;
- Contribute to an enabling working environment through a positive work attitude and pleasant and cooperative behaviour;
- Give any ad hoc assistance to other sections of the embassy that may be required;
- Work in an open and constructive way with all embassy staff.

### C. WORKING ENVIRONMENT

Short description of the embassy:

The embassy currently employs eight expatriate staff and 20 locally recruited staff. The embassy consists of four sections:

- General and Consular affairs section
- Economic and Commercial section (Agriculture, Trade, Science & Technology, Investment)
- Politics, Media & Communication section

### D. REQUIREMENTS FOR THE JOB

Knowledge and experience:

- Recently graduated or will graduate soon with a major in a business or technology related area;
- Relevant working experience (e.g. internship, volunteering, extra curriculum activities, part-time job);
- Broad knowledge and interest;
- Excellent knowledge of both Korean and English. Knowledge of the Dutch language is a plus.
- Proficiency in standard office software and experience with online communication tools.
- Knowledgeable in communicating via various SNS channels.

The following competences are especially important for a successful performance of this job:

- Organisational abilities;
- Performing independently;
- Working accurately;
- Out-of-the-box thinking;
- Integrity.

The following qualities are important for a successful performance of this job:

- Enthusiastic, proactive attitude to variable tasks and workloads;
- Positive work attitude, pleasant and cooperative behaviour, team-player;
- Excellent social and communication qualities;
- Initiative.

#### E. OTHER

- If you are interested in this position please send your English resume and cover letter Ms. Yeji Wang (yeji.wang@minbuza.nl) by July 12, 2022.
- For any questions related to this position, please contact Ms. Yeji Wang via the above email address.
- Monthly pay is 2.5 mln KRW.
- The position is available from August 1, 2023 to January 31, 2024