

## Public Relations Officer Recruiting Announcement

The TCS is inviting qualified candidates to apply for the following position:

- Public Relations Officer
  - Department of Political Affairs
  - Number of position: 1
- Deadline: October 23, 2022

### Job Description:

- Develop PR campaigns and media relations strategies
- Collaborate with internal teams and maintain open communication with senior management
- Edit and update promotional material and publications (brochures, videos, social media postings etc.)
- Assist in managing the official website and special webpage
- Run the SNS accounts
- Organize PR events (e.g. open house, press conferences, officials' interviews)
- Address inquiries from the media and other parties
- Track media coverages and monitor responses from the readers
- Prepare and submit PR reports
- Manage PR issues

### Qualifications:

- Citizen of People's Republic of China
- University-level degree in communication, journalism, public relations or a related field (other fields can be considered as long as you convincingly explain how it can be helpful in working at the TCS)
- Proficiency in both written and oral English and native-level proficiency in Chinese is essential. Proficiency in Japanese or Korean language is an asset but not a requirement
- Team player who can work with people from a broad range of backgrounds and experience
- Ability to handle multiple tasks
- Working knowledge of common office programs (Word, Excel, PowerPoint, etc.)
- Working knowledge of graphic design software such as Photoshop, Illustrator, Premiere Pro, Final Cut Pro, etc. preferred
- Working experience in a relevant field is preferred
- Proven experience as a Public Relations Officer or similar PR role, experience in management media relations, etc. highly preferred

- Strong communication ability

### **Employment Conditions:**

- Starting date: November-December 2022
- Location: Seoul, Republic of Korea
- Working hours: 40 hours/week
- Visa type: ROK A2 visa (diplomatic & official) will be sponsored by the TCS during employment
- Contract period: 1 year (with first 3 months full-paid probationary period)
  - The contract is renewable based on performance review results. The TCS may offer permanent employment after 2 years of contracted employment.
- Benefits:
  - Social Security
  - Commuter allowance
  - Meal allowance
  - Accommodation support
  - Annual bonus
  - Staff development support
  - Medical checkup
  - Annual leave (full-paid): 25 days/year
  - Sick leave (half-paid): 14 days/year
- Base salary: starts at S2-level
  - 34,440,375 KRW/year
  - Above salary does not include monthly accommodation support, meal allowance, commuter & other allowances, bonuses, and overtime pay

### **Required Documents (IMPORTANT: Combine documents into one single PDF document):**

- Application form (attached)
- Cover letter (English & Chinese, no more than 2 pages)
- English language test scores
- Degree of certificates & transcripts from higher education institutions (university-level and up)
- (Optional) Portfolio or proof of relevant past work
- (Optional) Letter of recommendation
- (Optional) Japanese & Korean language test scores

### Selection Process:

- Document Review
- Writing Test (online)
- Interview (online)

### How to Apply:

- Application should be submitted online through the TCS official website  
Link: <https://tcsasia.bamboohr.com/careers/47>
- Applications which have been submitted will not be returned
- Employment may be revoked if the information on the required documents is deemed false
- If you have any questions, please email: [recruit@tcs-asia.org](mailto:recruit@tcs-asia.org). The TCS does not accept phone call and walk-in inquiries.

