

## *Korean National Job Opportunities*

### 한국인 직원 모집 안내

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PLEASE POST ON BULLETIN BOARD ACCESSIBLE TO KOREAN NATIONAL (KN) EMPLOYEES

**ANNOUNCEMENT NUMBER: KN-28-24**

**POSITION TITLE & GRADE: Combined Training Assistant, KGS-0303-05**

**OPENING PERIOD: 03 December 2024 – 16 December 2024**

**PAY RANGE: Between 19,571 Won and 28,088 Won per Hour**

**DUTY LOCATION: S-3 Operations, Commander Marine Corps Installation Pacific, Camp Mujuk, Pohang, Korea**

**TOUR OF DUTY: Full-Time, 40 hours per week**

**AREA OF CONSIDERATION: All current USFK KN employees and all KN outside applicants**

**NOTE:** 1. This position has been designated as KN EMERGENCY-ESSENTIAL (MISSION ESSENTIAL). KN E-E Position Agreement Form (USFK Form 200EK) must be signed prior to appointment of the selectee for this position. U.S. family member will not be considered for a Korean Emergency-Essential position. 2. Relocation Allowance will NOT be authorized for the selectee from outside the commuting area.

#### **MAJOR DUTIES:**

Serve as a Combined Training Assistant performing a variety of administrative duties in support of the Operations Officer in the design, planning, and execution of military exercises (KMEP/Korea Marines Exercise Program, Displacement Operations, CCPT/Combined Command Post Training, FTX/Field Training Exercise) through integration of C4I systems, Master Scenario Event List (MSEL), Tactical Exercise Employment Plan (TEEP), exercise support, and exercise control to support unilateral, bilateral, joint, combined, and multinational training in the Korean Theater of Operations (KTO). Supports the Combined Training Liaison Officer in coordination among the United States military personnel, Korean military personnel, local municipal government, and community leaders and organizations to support and maintain positive public relations between all parties in the KTO. Translates documents, doctrinal publications, and operations orders to gain analytical skills and military knowledge needed make recommendations to Combined Training Liaison Officer for the improvement of organizational training efficiencies. Assists with the development of itineraries for joint US and Korean senior military officers, managers and executives conducting office calls and or coordination with Camp Mujuk leadership. Utilizes experience and judgment to plan and coordinate movement of US training units through ports and airfields of entry to subsequent training areas and ranges. Coordinates with range control and ROK installation security to access respective training areas and access to installations for US training units. Deconflicts security rosters with ROK installations to ensure access for US training units. Conducts detailed coordination with US and ROK customs agents to ensure efficient arrival and departure of US personnel and equipment. Conducts customs briefs and assists with customs inspections to enforce compliance with customs standards. Deconflicts access to ports and airfields of entry & departure. Coordinates directly with Camp Mujuk staff to support the receiving, staging, onward movement, and integration of US training units. Assists Camp Mujuk staff in the translation of operational and or training briefs, operations orders, leadership biographies and command correspondence. Performs other duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

a. **EXPERIENCE:** One year of specialized experience at grade level of KGS-04 or equivalent.

**SPECIALIZED EXPERIENCE:** Experience which has equipped the candidate with the particular knowledge, skills, and abilities (KSAs) to successfully perform the duties of the position. To be credited, specialized experience must have been at least equivalent to the next lower grade level.

b. **ENGLISH LANGUAGE COMPETENCY:** 1. The American Language Course Placement Test (ALCPT) score of 60 and Management Panel Approval are required. 2. The passing score of former English Language Proficiency Test may be substituted for ALCPT requirement. 3. The TOEFL score of 450 (score of 133 on the computer-based test; score of 45 on the internet-based test) or TOEIC score of 550 may be substituted for ALCPT requirement. Applicants indicate the English test score on the application form (item #16) and must submit official copies of the test score. TOEFL/TOEIC scores are valid for up to two years from the examination date. When selected applicant(s) do not have a valid test score, they will be tested with the ALCPT on post, or they may voluntarily elect substitute testing of the TOEFL/TOEIC off post.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** Successfully completed education of four years above the high school level in a ROKG authorized or recognized college, university may be substituted for the experience required at grade KGS-05.

**HOW TO APPLY:** Read and comply with all instructions. Failure to do so could result in disqualification and not getting referred for consideration. Applicants must submit an application for employment (USFK Form 130EK, MAR 2023) along with copies of supporting documents (Certificates for experience and education, required licenses, Letter of Employment if current USFK KN employees, etc.) It is imperative that each item of the application is accurately and completely filled in on the application. Must be signed (Signature) and dated. Applications should submit via email to: [mcipac\\_korea\\_knempl@usmc.mil](mailto:mcipac_korea_knempl@usmc.mil) Applications that are not completed correctly, received after the closing date, or submitted without legible supporting documents will not be processed. All documentation written in Hangul must be translated into the English language and translation submitted along with an application. Applications not received at the above address by close of business on the closing date of the announcement will not receive consideration. Do not submit job descriptions, letters of recommendation or material not required. Extra material cannot and will not be used in the evaluation or selection process. Such material may be destroyed and will not be returned to the applicant. If you have letters of recommendation, etc., you may present them at the time of an interview, if such an interview is conducted.

**EMPLOYMENT POLICY:** It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer, or accept gratuity in exchange for employment of promotion within USFK, nor may any employee interfere with applicants exercising their right to apply for consideration. Any employee guilty of such practice is subject to removal from USFK employment. Anyone aware of acts contrary to this policy is urged to contact immediately Camp Mujuk at Local Com: 0503-363-6881 or HQ USFK, CPD, ATTN: FKCP-SES, Unit# 15237, APO AP 96271-5333.

**ADDITIONAL INFORMATION:** For more information on Korean National employment program, please contact the MCIPAC Human Resources Office at Camp Mujuk at [mcipac\\_korea\\_knempl@usmc.mil](mailto:mcipac_korea_knempl@usmc.mil)