

2024 Seoul International Youth Internship Camp: Call for Participant Organizations

The Seoul Metropolitan Government is looking for international organizations and international (development) cooperation agencies to participate in its Seoul-type International Youth Internship Camp. The Seoul-type International Youth Internship Camp provides young job seekers with an opportunity to gain hands-on experience in international (development) cooperation projects at international organizations (and their Korean offices) and international (development) cooperation agencies. It is designed to help them build their competency and gain work experience.

January 2024

Mayor, Seoul Metropolitan City

1 Purpose and Overview

A. Overview

- Period: January–December, 2024 (Youth Internship period: Jul–Dec, 2024, 6 months)
- Eligibility
 - **(Interns)** Job seekers residing in Seoul aged 18 to 34 (100 openings)
 - ※ 10% of the interns will be selected from vulnerable groups. In accordance with the Enforcement Decree of the Support for Veterans Act, the age limit is extended by 3 years for veterans.
 - **(Organizations)** International organizations (UN (subsidiary) organizations and inter-government organizations, quasi inter-government organizations, and inter-city organizations), and international non-government organizations (NGOs)
 - ※ Including foreign governments and public institutions (embassies in Korea, Korean offices of foreign chambers of commerce, trade and investment authorities, and Korean offices of foreign tourism authorities)
- Benefits
 - **(Interns)** On-the-job training (1 month) + internship (6 months including the OJT period)
 - **(Participant Organization)** Labor costs for youth interns (6 months)
- Training provision: training will be provided by selected training institutions specialized in the field of international cooperation and global affairs.
- Intern wages: Around KRW 2.39 million for up to 40-hour work week (Seoul Living Wage, 6 months)
- Financial support: OJT expenses (training expenses) and intern wages (provided by Seoul Metropolitan Government)

B. Requirements for Applicants

Area	Standard	Details
2023 participant organizations & international organizations located in Seoul (organizations located in Seoul: 38 or more)	Area	Organizations related to the 17 United Nations Sustainable Development Goals (SDGs) - No poverty; zero hunger; good health and well-being; quality education; gender equality; clean water and sanitation; affordable and clean energy; decent work and economic growth; industry, innovation and infrastructure; reduced inequalities; sustainable cities and communities; responsible consumption and production; climate action; life below water; life on land; peace, justice and strong institutions; and partnerships for the goals
	Location	Organizations with business sites located in Seoul as of the date of this announcement
	Years since foundation Full-time employees	2 years or longer since the foundation date; 2 or more full-time employees * Foundation date: Date of foundation specified in organization/business registrations, unique number certificates, or other supporting documents
	Common requirements (MOU/training/ dedicated staff)	- An organization that enters into a memorandum of understanding (MOU) with the Seoul Metropolitan Government with a shared understanding of the purpose of the Seoul-type International Youth Internship Camp program, and is committed to fulfilling the terms of the agreement; - An organization that fully cooperates with the training program designed to enhance the job competency of the participating youths, and has the plan and dedicated staff to support the training
Trade and investment authorities embassies in Korea Korean offices of chambers of commerce	Area	Trade and investment authorities, embassies in Korea, and Korean offices of chambers of commerce outside of Korea, where interns can obtain global on-the-job experience
	Location	Organizations with business sites located in Seoul as of the date of this announcement
	Years since foundation Full-time employees	2 years or longer since foundation; 2 or more full-time employees * Foundation date: Date of foundation specified in organization/business registrations, identification number certificates, and other supporting documents
	Common requirements (MOU/training/dedicated staff)	- An organization that enters into a memorandum of understanding (MOU) with the Seoul Metropolitan Government with a shared understanding of the purpose of the Seoul-type International Youth Internship Camp program, and is committed to fulfilling the terms of the agreement; - An organization that fully cooperates with the training program designed to enhance the job competency of the participating youths, and has the plan and dedicated staff to support the training
Other NGOs and NPOs	Area	NGOs and non-profit organizations (NPOs) related to the 17 UN SDGs
	Location	NPOs with business sites located in Seoul as of the date of this announcement
	Years since foundation Full-time employees	2 years or longer since the foundation date; <u>5 or more full-time employees</u> * Foundation date: Date of foundation specified in organization/business registrations, identification number certificates, and other supporting documents
	Common requirements (MOU/training/dedicated staff)	- An organization that enters into a memorandum of understanding (MOU) with the Seoul Metropolitan Government with a shared understanding of the purpose of the Seoul-type International Youth Internship Camp program, and is committed to fulfilling the terms of the agreement; - An organization that fully cooperates with the training program designed to enhance the job competency of the participating youths, and has the plan and dedicated staff to support the training

Non-eligible applicants (common requirements)

※ An applicant is not eligible if it falls under any of the following:

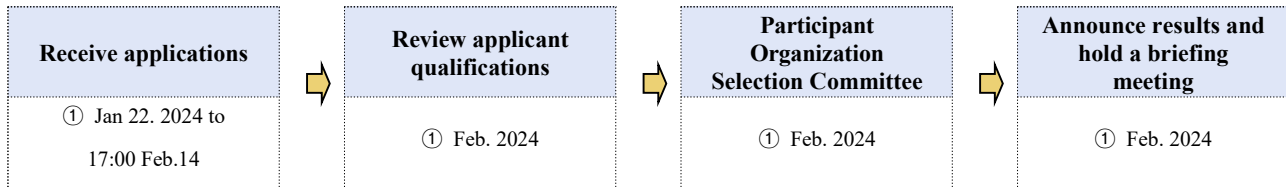
- ① A business site that intends to select its current or former employee for the program
 - ※ A person is not eligible for the program if he/she was employed at the business site at any time within six months from the date of this announcement.
 - ※ After the intern selection process, we will review the interns' Employment Insurance records. If any of them are found to be a former employee, the business sites may be excluded from the program.
- ② A business site receiving the same or similar financial support from the central or local governments regarding the program that it is applying for
 - ※ "The same or similar financial support" means receiving support for labor costs for the same program (SME Youth Internship Program, public employment programs, etc.)
- ③ A business site engaged in menial labor that is deemed unsuitable for the purpose of the program
 - ※ Simple office work, fund raising activities on streets, etc.
- ④ A business site without a suitable working environment (office space or equipment, etc.) or dedicated staff
- ⑤ A business site without a suitable working environment for interns to be assigned to the site, or a plan or dedicated staff for the interns
- ⑥ If a business site is found to have violated the Labor Standards Act, the Personal Information Protection Act, or any other law governing the prevention of abuse of position, sexual harassment, or sexual violence at the workplace, the site will be excluded from the program for up to a year. In case of a serious violation (such as sexual violence), the site/office may be excluded for an indefinite period.

C. Roles and Responsibilities of Participant Organizations

International cooperation agencies	<ul style="list-style-type: none"> • Promptly and appropriately handle grievances regarding youth interns, and notify the results to the Seoul Metropolitan Government • Provide youth interns with a working environment, and manage their work attendance • Appoint a manager to foster a conducive working environment for youth interns • Supervise and train employees at divisions where youth interns work • Provide youth interns with a working environment, and manage their work attendance • Fully comply with the other requirements agreed with the Seoul Metropolitan Government
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A. Send/receive applications

- Application and Selection Process (tentative)



- Application period: **from Jan. 22, 2024 (Mon.) to 17:00 Feb. 14 (Wed), 2024**
- **Submissions (international organization)**
 - 1) Seoul-type International Youth Internship Camp Application Form (**required**)
 - 2) Organization/business registrations, identification number certificates, or other supporting documents (**required**)
 - 3) List of social insurance policyholders at the business site/office (National Health Insurance, National Pension, Employment Insurance, and Industrial Accident Compensation Insurance; must be a list issued after the date of this announcement) (**required**)
 - 4) Consent to Use of Personal Information (**required**)
 - 5) Certificate of the relevant association or affiliated organization (if applicable)
 - 6) Certificate of public institution (if applicable)
 - 7) Certificates of awards from central government ministries (if applicable)

B. Application method: by email

- email: akfeel77@seoul.go.kr, ☎ 02-2133-5471

C. Review and selection

- ① Applications received from organizations
 - Check for the current status and need for youth interns at the applicant organizations
- ② Review the applicant organizations
 - Review the qualifications of the applicant organizations for eligibility, and request additional documents as needed
 - If an organization meets the requirements, identify the type of intern needs at the organization and convene a Selection Committee meeting
- ③ Participant Organization Selection Committee
 - Committee members: up to 5 experts in the relevant fields
 - No. of participant organizations: 50 participant organizations (total number of interns: 100)
 - Selection criteria review the applicant organizations for eligibility, the appropriateness of the number of interns requested, and the relevance of the work area, to determine the number of participating organizations and interns to be supported

※ The committee may select up to 120% of interns requested by the international organizations (that is, up to 120).

④ Result announcement and briefing meeting

- Individually notify the selection results and sign MOUs ([International Cooperation Division ↔ Selected Organization](#))
- Hold a briefing meeting to explain the purpose and implementation process of the International Youth Internship Camp program
- Provide information on specialized consultants, and set up a uniform contact system for all stages of the program, including OJT and intern assignment

3 Application/selection schedule and actions required from applicants

A. Participant organization selection schedule

- Review applicant organizations: [Feb. 15~23, 2024](#)
- Convene a Participant Organization Selection Committee meeting : [Feb. 27, 2024 \(Tue\)](#) (tentative)
- Announce the selection results : [Feb. 29, 2024 \(Thu\)](#) (tentative)

※ The above dates are subject to change.

B. Actions required from participant organizations

- Enter into an MOU for the Seoul-type International Youth Internship Camp Program
- Take part in the Joint Steering Committee for the OJT program
- Take part in the review and selection of OJT institutions and youth interns

4 Others

- **The number of youth interns** requested by a participant organization must be **30% or less of the organization's employees covered by the Employment Insurance**.
- The final number of youth interns assigned to a participant organization may be different from the number of interns requested by the organization, depending on the review result from the Participant Organization Selection Committee.
- Youth interns will be primarily assigned to organizations in their field of work that they applied for. However, if a large number of applicants applied for the same participant organization, the participant organization may select the youth interns to be assigned to the organization.
- If there is no youth intern applying for an organization, **no intern may be assigned to the organization**.
- The selection results will be individually notified on Feb. 29 (Thu), 2024 or later.

5 Information

Name	Division	Person in charge	Contact information
Seoul Metropolitan Government	Employment Policy Division	Assistant Deputy Director Rho Ae-kyung	02-2133-5471

Attachment 1

2024 Seoul-type International Youth Internship Camp Application Form

Organization name			Representative name	
Identification number or registration number		Provide the number specified in the organization/business registration or the identification number registration.		
Domicile (address)				
Area (sector / if applicable)		<input type="checkbox"/> S (social development) <input type="checkbox"/> E (economic development) <input type="checkbox"/> I (law/institution/governance)	Key activities of participant organization	No. of years of experience in international (development) cooperation:
Site area			No. of full-time employees	
International Youth Internship Camp	No. of interns requested	(※ This may not be changed after submitting the application)		
	Job category	E. International camp (international organization, international cooperation agency, etc.)		
	Key responsibilities of interns (Responsibilities)	※ For youth interns, it is important to gain hands-on/indirect experience in international (development) cooperation programs (provide a detailed description).		
Division in charge			Person in charge	(years of employment:)
Position				
Telephone		Office	Email	
		Mobile		

Organization name		Organization type	international organization (/) public institution (/) embassy (/) trade and investment authority (/) NGO (/) other (/)
Organization overview (capabilities and organization, infrastructure)	<input type="radio"/> Overview <input type="radio"/> Brief history <input type="radio"/> Key programs of the organization (ongoing or complete) <input type="radio"/> Key areas <input type="radio"/> Program goals (short term) <input type="radio"/> Program goals (long/medium term) <input type="radio"/> Program description <input type="radio"/> Expected effects <input type="radio"/> International organization / international (cooperation) organization status		
Brief history			
Organization chart (briefly)	※ Provide an organization chart of the actual department to which youth interns will be assigned.		
Program areas (program description)			
Expected effects			
Employee welfare	※ Provide the information in bullet points Example: <input type="radio"/> 09:00~11:00 Flexible working hours <input type="radio"/> Provides financial support for employee clubs <input type="radio"/> Provides financial support for health checkups		
Reason for requesting youth interns			

1. Purpose of collecting personal information

- We will collect and use personal information to register and contact applicants to the Seoul-type International Youth Internship Camp, and conduct a participant satisfaction survey (including provision of the information to professional survey firms).

2. Personal information items to be collected

- The personal information of the representative (name, resident registration number, email address, and telephone number) and the point of contact (name, registered telephone number, and email address)

3. Period of retention and use

- From the date of this consent to the end date of the work related to the Seoul-type International Youth Internship Camp program

4. Data subjects have the right to withhold consent, which may result in disadvantages in selection and benefits.

※ Pursuant to Article 15 (1) 1 (Collection and Use of Personal Information) and Article 17 (Provision of Personal Information) of the Personal Information Protection Act, we consent to the collection, use, provision, and utilization of information regarding the Seoul-type International Youth Internship Camp.

Date:

Consenter: Name of representative (seal)

Consenter: Name of person in charge (seal)

**Submitted to Employment Policy Division,
Seoul Metropolitan Government**