**Recruiting of Global Pharmaceutical Experts**

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Korea Health Industry Development Institute (KHIDI) is a government-affiliated institution which provides professional and systematic support to develop domestic health industry and enhance health services since its establishment in 1999. As the nation’s only one organization in responsible for fostering health industry, KHIDI has been playing a major role in the industry development in fields of health services, pharmaceuticals, medical devices, food and beauty-cosmetic.

KHIDI is looking for “Global Pharmaceutical Experts” who can provide training and consulting services to Korean pharmaceutical companies for new drug development and global commercialization.

**JOB Description**

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Global Pharmaceutical Experts share their knowledge and provide advice to Korean pharmaceutical companies as KHIDI executive consultants in the fields of Regulatory Affairs (RA), clinical trial.

**Consulting fields**

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| **field** | **Description** |
| **Regulatory Affairs(RA)** | - Work experience at Global Pharmaceutical Companies, FDA, EMA more than 15 years of work experiences- Delivering Guide and Know-how to Korean Pharmaceutical Companies how to do the Regulatory Affairs for corresponding to the Global Standard - IND, Drug Pricing(Biosimilar, Generic, IMDs and etc...) Experiences or inspecting Experiences |
| **Clinical Trial** | - Consultation on pre-clinical and clinical trial data analysis, protocol design, etc. |

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| **QUALIFICATION** |

The applicant should have at least 15 years (20 or more years preferable) of experience in the pharmaceutical industry, such as employment at multinational companies, national regulatory agencies, major consulting firms, higher educational institutions, and research organizations.

▶ Experts in Regulatory Affair(RA) and Clinical Trials are preferred.

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| **Terms of employment** |

• Global Pharmaceutical Expert is a full-time employee of KHIDI during the period specified on the contract.

**•** The beginning date of the employment is negotiable between an applicant and the KHIDI.

* The minimum length of each employment is 1 year contract
* Due to KHIDI annual budget management system, all employment contract ends in January 31st, 2021; however, the contract will be renewed in the subsequent year.

• Remuneration

* Salary commensurate with work experience.

√ The before-tax monthly salary ranges from KRW15.5 million (USD 14,000) ~
KRW25.5 million (USD23,185). Personal expenses such as travel, housing, moving, etc., are not covered by KHIDI.

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| **Selection Criteria and Hiring Process** |

• Selection Criteria

* A comprehensive assessment on the candidate’s expertise, integrity, and the job commitment will be performed based on the contents of application package and the interview result.

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| Criteria | Qualifications |
| Expertise(60) | ① Academic background degrees(Bachelor, Master, Doctorate, etc.,), diplomas, relevant certificates② Fitness to the recruiting field ③ Professional background experience in a national regulatory agency, university, research institution, multinational/local company preferred④ Major accomplishment in recent five years Project, patent registration, paper publication, certification, award, etc. |
| Integrity(20) | ① Ability to faithfully perform assigned tasks② Willingness to perform assigned tasks  |
| Commitment(20) | ① Degree of commitment for a KHIDI Global Pharmaceutical Expert position ② Knowledge and experience in the pharmaceutical industry③ Availability for long-term employment |

• Hiring Process

* After an applicant submits a complete application package, only the qualified applicant will be contacted to set up the time for an interview. An applicant can request a video interview if he/she is located outside of Korea.

√ If material omission or misrepresentation of the applicant’s qualification is

 discovered, the applicant will be disqualified from the hiring process at any point.

* January 13st~31th 2021 : Application package submission
* February 2021: Video Interview 1~2 times
* Within February 2021: Contract finalization for the qualified applicants

√ Schedule is subject to change. An applicant is personally notified of the result.

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| **Application Package** |

•Cover letter (1~2 pages, It is necessary to state clearly the intent of the application.)

• Consultant Application Form A~D

• Curriculum Vitae

• Certificate(s) of degree

• Proof of employment

• Proof of payment(pay slips) from recent three months

• Other supporting documents

√ Awards in relevant field, if applicable, Any documents that can be used verify facts from other parts of the application package

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| **How to apply** |

· The complete application package must be submitted by E-mail only.

√ Application deadline: **11:59 PM (Korea local time), January. 31, 2021**

√ Submitted documents shall not be returned and not be used for other purposes than

hiring process. These documents are treated under rules and regulations by the

Personal Information Protection Law in Korea.

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