



DMUN Foundation

Secretariat of the DMUN Foundation

4th Floor, 12 Gangnamdaero 156-gil, Gangnam, Seoul, Republic of Korea

+82-10-5696-8302

enquiries@dmun.org

www.dmun.org

Notification - Call for Applications for Employment

EMP/2025/5

Dear Madam/Sir,

The Deputy Executive Director for Administrative Management has the pleasure of promulgating the following open call for applications for a position in the Secretariat of the DMUN Foundation.

Please find attached the submission regarding the Mandate information, along with the relevant application processes.

The Deputy Executive Director for Administrative Management has the pleasure to renew the assurances of his highest considerations to the designated addressee of this notification.

Jaewon Choi

Executive Director

Deputy Executive Director for Administrative Management, *ad interim*





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ANNEX

Information on Mandate

Title: Web Developer

Division/Office: Division on Administrative Management

Time Commitment: Part-time (2-5 Hours / Week)

Compensation: 15 USD / Hour¹

Details

The DMUN Foundation is seeking a **Web Developer** to oversee and maintain its official website, ensuring smooth functionality, accessibility, and performance across all pages and components. The website is a front-end React platform built with Vite and deployed via Vercel. The successful candidate will work closely with the Secretariat to manage updates, implement new features, and maintain site quality.

Core Responsibilities:

- Maintain and update the DMUN Foundation website built with **React**, **Vite**, and **JavaScript**.
- Manage **Vercel deployments**, ensuring stability and responsiveness of the live site.
- Oversee **content updates**, including new announcements, events, and media uploads.
- Perform **frontend debugging** and resolve layout or functionality issues.
- Optimize **SEO performance**, metadata, and accessibility standards.
- Ensure code quality using **Git/GitHub** workflows and tools such as **ESLint**.
- Collaborate with relevant divisions to improve user experience and site navigation.

¹Compensation indicated in the notification is minimum value. Value may be adjusted based on experience.



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Preferred Qualifications:

- Proficiency in **React**, **Vite**, **HTML**, **CSS**, and **JavaScript**.
- Familiarity with **Git/GitHub version control** and collaborative coding practices.
- Experience with **Vercel deployment workflows** and continuous integration.
- Strong understanding of **frontend performance optimization** and **SEO basics**.
- Good grasp of **ESLint** or equivalent tools for maintaining code standards.

Desirable (Optional) Skills:

- Knowledge of **TypeScript**.
- Experience in **frontend testing frameworks** (e.g., Jest, React Testing Library).
- Basic **UI/UX design** skills and ability to perform aesthetic or layout tweaks.

Profile Sought:

A motivated and detail-oriented **frontend React developer** who demonstrates initiative in maintaining high-quality web standards, efficiency in deployment, and creativity in improving digital interfaces.



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Application Process:

Interested candidates are invited to submit their applications to the Division on Administrative Management of the DMUN Foundation Secretariat. Applications should include the following materials, compiled in a single PDF document:

1. Curriculum Vitae (CV) — including relevant technical experience, educational background, and links to past web development work (e.g., GitHub, portfolio, or live sites).
2. Cover Letter — briefly outlining motivation for applying, relevant skills, and availability.
3. Contact Information — including email address and any relevant professional links.
4. Portfolio — Links to relevant previous work, such as websites and Vercel deployment.

Applications should be sent via email to enquiries@dmun.org with the subject line:

“Application – Web Developer (Division on Administrative Management)”

The deadline for submission is **COB 1 December 2025**.

Only shortlisted candidates will be contacted for an interview.

The DMUN Foundation promotes equal opportunity and inclusivity in all recruitment processes. Applicants of all nationalities, gender identities, and backgrounds are strongly encouraged to apply.

IMPORTANT: THE DMUN FOUNDATION DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE FOUNDATION DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.