

Category		Required qualifications
Executive Personnel	Technical personnel	
Job title	Job title	
Executive Secretary (First-level attorney)	Senior Technical Specialist	<ol style="list-style-type: none"> <li>1. Having obtained a master's degree from a domestic or foreign graduate institute, as well as more than 8 years of experience serving in a similar position with equivalent duties.</li> <li>2. Having served as an assistant executive secretary/officer or a technical specialist for more than 8 years with excellent work performance, as well as received a pay rate promotion after evaluation within the past 3 years.</li> <li>3. Having served as an assistant executive secretary/officer for more than 3 years, reached the highest pay rate in that position, and received a pay rate promotion after evaluation within the past 3 years.</li> <li>4. Based on relevant regulations and standards, allowances may be granted to employees conforming to any of the aforementioned requirements and who are equipped with expertise that meets the needs of the position in the recruiting unit.</li> </ol>
Assistant Executive Secretary/Officer (Second-level attorney)	Technical Specialist	<ol style="list-style-type: none"> <li>1. Having graduated from a domestic or foreign graduate institute with a master's degree.</li> <li>2. Having graduated from a domestic or foreign university (minimum requirement), served as an officer or technician in National Cheng Kung University for more than 8 years with excellent work performance, and received a pay rate promotion after evaluation within the past 3 years.</li> <li>3. Having graduated from a domestic or foreign university (minimum requirement), served as an officer or technician in National Cheng Kung University for more than 3 years, reached the highest pay rate in their positions, and received a pay rate promotion after evaluation within the past 3 years.</li> <li>4. Based on relevant regulations and standards, allowances may be granted to employees conforming to any of the aforementioned requirements and who are</li> </ol>
Officer (Third-level attorney)	Technician	<ol style="list-style-type: none"> <li>1. Having graduated from a domestic or foreign university (minimum requirement).</li> <li>2. Having graduated from a domestic or foreign junior college (minimum requirement) having passed proficiency tests for certain skills, and possessing professional certificates.</li> <li>3. Based on relevant regulations and standards, allowances may be granted to employees meeting the first requirement and who are equipped with expertise that meets the needs of the position in the recruiting unit.</li> </ol>
Job title		Required qualification
Clerk		Having graduated from senior high school

## Notes:

1. Contracted employees of National Cheng Kung University must meet at least one of the listed requirements.
2. Each recruiting unit may, according to its operational needs, individually set stricter requirements for candidate qualifications.
3. The appointment of contracted employees (included in headcounts) to fill the vacancies of certified staff

listed for positions of various grades through ordinary or recommended appointment shall be employed under the job title of either “officer” or “technician,” except for those recruited upon approval by a case-by-case basis.

4. Each unit’s recruitment of contracted employees with titles of executive secretary, senior technical specialist, assistant executive secretary (officer), or technical specialist shall first be conducted within the University. External recruitment may be undertaken only when no suitable internal candidate can be found.

5. An employee assuming a position that requires special talents, as certified by the recruiting unit, and conforming to any of the following requirements may apply for one of the following allowances:

(1) Allowance for information technology: the applicant must serve as technical personnel at the Computer and Network Center or the System Management Division of the Library and be in charge of system planning, design, analysis, and development.

(2) Allowance for professional certificates: the position must require the expertise certified by such a professional certificate.

(3) Allowance for language proficiency: the position requires a high degree of language proficiency, with over 50% of the work requiring the use of this language.

(4) Allowance for attorney: the applicant must have obtained a certificate of attorney, been in practice for more than 2 years, and currently work in the school’s Legal Division in charge of matters pertaining to the legal system, administrative appeals, and legal proceedings.

The aforementioned allowances depend on the employees’ expertise and work performance, as determined by the unit to which they belong. Such allowances shall be issued upon approval of an application on an ad-hoc basis according to Note 3 of the Salary Rate and Remuneration Standards for Contracted Employees of National Cheng Kung University.

6. Before the amendment of the National Cheng Kung University Standards for Contracted Employee Requirements, an employee recorded to have received an allowance issued for other special skills, for which the standard is equivalent to that of the allowance for information technology, may still apply for any of the aforementioned allowances (following Note 3 mentioned in the previous paragraph) upon receiving confirmation of his/her performance and expertise by the unit.

※The English translation thereof is for reference only and the Chinese version shall always prevail in case of any inconsistency between the Chinese version and the English translation thereof.