

<Job Posting>

In charge of ODA project to support carbon neutrality

KOICA is Korea's representative ODA implementation agency under the Ministry of Foreign Affairs.

KOICA Morocco office focuses on supporting carbon neutral by distributing and spreading of renewable energy and by providing eco-friendly transportation under the Korea's foreign policy and KOICA's ODA strategy. * KOICA's Strategy & Planning:
https://www.koica.go.kr/koica_en/3491/subview.do

We are seeking a person in charge of ODA projects to support carbon neutrality during the contract period (12 months).

Ref) Major on-going projects to support carbon neutrality:

- Project establishing R&D platform to develop green technology
- Project for the Establishment of R&D capability on Smart Multi-Microgrids
- Eco-friendly Electric Bus and Intelligent Transportation Systems

* ODA is defined as government aid that promotes and specifically targets the economic development and welfare of developing countries, as defined by the OECD.

Qualification :

- Moroccan nationality
- At least 3 years of experience managing international development cooperation projects

Technical Competencies:

- Fluency in English, French, and Arabic both written and spoken
- Proficiency in Microsoft Office Pack: Word, Power point, Excel, etc.
- Excellent skills in writing official documents and communication both in French and English

Main Duties:

- ODA Project Management
 - Managing project portfolios in line with KOICA's ODA strategy

- Monitoring progresses based on the initial execution plan (schedule, outputs and outcomes etc.) and Risk management
 - Reporting the updated status of the projects
 - Suggesting solutions in various aspects, considering administrative procedures
 - Assisting the survey, analysis and feasibility studies conducted by experts
 - Contributing to strengthening and expanding of cooperation networks
 - Participating in forums, conferences, working groups and meetings
 - Arranging meetings
 - Reporting minutes of meetings
 - Reviewing documents and reports for project including diplomatic and legal documents such as record of discussion, procurement and contract etc.
 - Coordinating & supporting with international and national partners
 - Media Planning, implementing & monitoring: writing & release articles, reporting on the ODA projects related stories in the media
 - Providing translation & interpretation from and to Arabic, English and French
 - Other assistance to the ODA project team work
- Research & Analysis
 - Reporting regularly on the international and national trends, policy and activities etc.
 - Administrative Work
 - Travel required
 - Preparation for meetings and relevant events
 - General affairs and paperwork related to ODA projects

Type of Position : Fixed term / 12 months

The number of Hires: 1 person

Location : KOICA Morocco office, 19, Av. Mehdi Ben Barka, Souissi-Rabat, Maroc

Start Date : June 28, 2024 (Tentative)

Salary per month :

- Currency : MAD
- Range : USD 1,700~2,000
 - *Salary will be contracted and paid based on MAD

How to apply :

- **Application deadline: May 29, 2024**

- **Interested candidates must submit the below application files**, are to be sent, by electronic email only, to the following address: morocco@koica.go.kr strictly before 29 May 2024 and follow the below requirement

- 1) **Application files: Must submit 3 documents in a single PDF File**, Resume (In English), Cover letter addressed to the attention of the Resident Representative of KOICA in Morocco (In English), Copy of CNIE identity document.
- 2) **Must mention the title of the position** for which you wish to apply in the subject of your Email.

(* Any incomplete application or application received after the deadline will be automatically rejected

(* Only applications that strictly meet the required qualifications will be selected for file review.

Candidates whose applications have been selected will be invited by telephone and/or email to the written test and interview at the KOICA Office on June 6, 2024 and will be required to take a written test in French and said interview will be conducted in English.

Recruitment Schedule (Tentative)

Date	Activity
May 22 – May 29	Job Posting
May 29	Application Deadline
June 3	Announcement of Candidates Who Passed the Resume Screening
June 6	Written test and Interviews
June 12 – June 21	Request for Supporting Documents from Interview Stage Successful Candidates and reference check
June 21~	Job Offer to Selected Candidates

※ We may request contact information of previous supervisors for reference checks from candidates who passed the interview stage