

## <Job Posting>

### Project Manager

KOICA, Korea's leading ODA implementation agency under the Ministry of Foreign Affairs, is seeking a Health Project Manager.

\* ODA, as defined by the OECD, is government aid specifically aimed at promoting the economic development and welfare of developing countries.

#### Qualification:

- Moroccan nationality
- A Bachelor's degree (BAC+3) or higher (open to all majors).
- A minimum of 3 years of relevant work experience in ODA project.
- A degree or experience in health could be an asset.

#### Technical Competencies:

- Fluency in English, French, and Arabic both written and spoken.
- Proficiency in Microsoft Office Pack: Word – PowerPoint and especially Excel.
- Strong writing and expression skills and excellent communication skills.

#### Main Duties:

- ODA Project Management
  - Support in developing all documents required for the project implementation including project budget sheet, workplan, procurement plan, PSC establishment, etc.
  - Monitor and evaluate the implementation of KOICA's ODA projects mainly in the health sector. (\*other sectoral project tasks may also be assigned.)
  - Identify and assess potential project risks and develop mitigation strategies.

- Monitor and manage risks throughout the project life cycle.
  - Conduct research to identify needs, trends, and best practices relevant to ODA projects.
  - Manage a portfolio of KOICA's ODA projects in Morocco in alignment with KOICA's ODA strategies.
  - Establish and regularly update KOICA's country plan, provide insights for short-, mid-, and long-term plans and strategies based on research on the international relations between the two countries and the Moroccan context.
  - Establish KOICA's sectoral mid-term plans and integrated approach programs.
  - Communicate with potential and ongoing project partners, including Moroccan Ministries, UN agencies, other countries' aid agencies, and other institutions, to ensure seamless project implementation and strong partnerships.
  - Foster positive relationships with all project stakeholders.
  - Plan, implement, and monitor media activities, including writing and releasing articles and reporting on ODA project-related stories.
  - Provide translation and interpretation for Arabic, English, and French.
  - Assist the ODA project team with various tasks as needed.
- Roles according to position of manager
    - Provide guidance and feedback to junior colleagues on all work documents and official correspondence.
    - Provide additional inputs on colleagues' draft work outputs and contribute to the development of documents.
    - Proofread drafts of official letters written in both French and English.
- Others
    - Prepare for meetings and relevant events.
    - Travel as required
    - Handle general affairs and paperwork related to ODA projects.

**Type of Position:**

- This Position assure a permanent job contract (CDI) includes a probationary period of 1 Month and Half.

**The number of Hires: 1 person**

**Application Deadline: Jun 12, 2024**

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

**Start Date: Early July, 2024 (Tentative)**

**Salary per month:**

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

**How to apply:**

- **Application deadline: June 12, 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](mailto:morocco@koica.go.kr) strictly before 12 Jun 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.