

## <Job Posting>

### ODA Project Officer

KOICA, Korea's leading ODA implementation agency under the Ministry of Foreign Affairs, is seeking an ODA project officer to support carbon neutrality.

\* 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).
- At least 1 year of relevant work experience in ODA project.

#### 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
  - 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
  - Assist the ODA project team with various tasks as needed.
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- 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:**

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

**The number of Hires: 1 person**

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

**Start Date: September 9<sup>th</sup> (Fixed)**

**Salary per month:**

- MAD 10,000~ 12,000  
\*Salary will be contracted and paid based on MAD

## How to apply:

- **Application deadline: August 25<sup>th</sup>, 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 August 25<sup>th</sup> 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 September 4<sup>th</sup>, 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
August 7 – 25	Job Posting
August 25	Application Deadline
August 28	Announcement of Candidates Who Passed the Resume Screening
<b>September 4</b>	<b>Written test and Interviews</b>
September 5	Job Offer to Selected Candidates

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