***<Job Posting>***

**WFK (World Friends Korea Volunteer program) and Security Officer**

|  |
| --- |
| KOICA is Korea’s representative ODA implementation agency under the Ministry of Foreign Affairs.  KOICA Morocco Office aims to strengthen the friendly and cooperative relationship between Korea and Morocco, promote mutual exchange, and support Morocco’s economic and social development. To achieve this, KOICA dispatches volunteers across **five key sectors** and **49 different professions**, including education and social welfare.  We are recruiting a WFK(World Friends Korea Volunteer Program) and Security Officer to manage the volunteer dispatch program and safety for Korean volunteers.  \* 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).
* Fluency in Korean language is required (TOPIK Level3 or equivalent proficiency is required)
* Relevant work experience in ODA projects is preferred.
* Specialization in Social and Human Management, International Relations, or Health and Safety is preferred

**Technical Competencies:**

* Proficiency in speaking and understanding Korean
* Proficiency in written and spoken English, French, and Arabic
* Proficiency in Microsoft Office Pack: Word, Power point, Excel, etc.
* Excellent skills in drafting official documents and communication both in French and English

**Main Duties:**

* WFK Program(Korean Volunteer’s Program)
* Local training for Korean volunteers (OJT – On the Job Training)
* Assistance and support for Korean volunteers during their stay in Morocco
* Survey on the need for Korean volunteers in Morocco Safety management of Korean volunteers
* Support for volunteer cooperation projects
* All tasks related to volunteer program management
* Personnel and Security
* Regularly provide security reports based on articles about the security situation in Morocco
* Perform administrative tasks related to the security of personnel and volunteers to ensure their safety and support the resolution of potential security incidents, in coordination with relevant ministries and government institutions
* Support all other security-related tasks for personnel and volunteers
* Administrative Work
* Travel required
* Preparation for meetings and relevant events
* General affairs and paperwork related to WFK programs

**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: Mar 3, 2025 (Tentative)**

**Salary per month:**

* Currency: MAD
* Range: MAD 10,000 / Negotiable depending on the previous career of a candidate

\* Salary will be contracted and paid based on MAD

**How to apply:**

* **Application deadline: Feb 16, 2025**
* **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 the deadline a**nd 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 Feb 25, 2025 and will be required to take a written test in French and said interview will be conducted in English.

***Recruitment Schedule (Tentative)***

|  |  |
| --- | --- |
| **Date** | **Activity** |
| Feb 3-Feb 16 | Job Posting |
| Feb 16 | Application Deadline |
| Feb 19 | Announcement of Candidates Who Passed the Resume Screening |
| **Feb 25** | **Written test and Interviews** |
| Feb 25-Feb 28 | Request for Supporting Documents from Interview Stage Successful Candidates and reference check |
| Mar 3 | Job Offer to Selected Candidates |

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