

<Job Posting>

ODA Program Officer

KOICA, Korea's leading ODA implementation agency under the Ministry of Foreign Affairs, is seeking an ODA program officer.

- * 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 Program Management (Cooperation, Multilateral, Invitational, Volunteers program and etc.)
 - Managing the Programs 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 programs related stories in the media
 - Providing translation & interpretation from and to Arabic, English and French
 - Assist the ODA program teams with various tasks as needed.
- 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: April 2nd (Tentative)

Salary per month:

- Gross monthly salary: MAD 12,000~
 - * Salary will be contracted and paid based on MAD

** The amount after tax and deductions from the Gross monthly salary will be paid and employees who are not liable to pay local income tax on their salary may have their salaries reduced by the equivalent local income tax amount.

How to apply:

- **Application deadline: March 6th, 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 March 6th 2025 **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 March 17st, 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 26 – Mar 6	Job Posting
Mar 6	Application Deadline
Mar 10	Announcement of Candidates Who Passed the Resume Screening
Mar 17	Written test and Interviews
Mar 19	Job Offer to Selected Candidates

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