

JOB VACANCY: KOICA/2024/001

Korea International Cooperation Agency (KOICA) is recruiting for its office in Kinshasa in the Democratic Republic of Congo, for position below:

Position: Employment based on the respective projects

➤ Program Officer (1 Post)

The person will have the following tasks:

- Provide support to manage schedules, budget expenditures, and communications within KOICA Programs (Bilateral Projects, Multi-bi Projects, Multilateral Projects, Private-Public Partnership Programs, Civil Society Partnership Programs, World Friend Korea Dispatching Programs, Fellowship Programs, Small-scale Projects);
- Follow-up of projects and programs;
- Monitor risks and outcomes within KOICA Programs;
- Monitor the programs implementation and report the results;
- Analyze and report development strategies in the related Development fields;
- Ensure contacts between KOICA and other donors and the Government of the DRC
- Resolve legal issues, provide legal counsel(Preferred);
- Administrative support for the KOICA Office.

KOICA may decide to change the workplace and tasks assigned during the execution of the contract.

Contract Condition

- Salary will be decided by mutual negotiation reflecting the career, expertise, etc
- 3 months as an Internship course with 80% of the salary / After evaluating the performance during the Internship, his/her employment will be decided
- Work time is from 8h00' to 16h00'(with a lunch break from 12h00 to 13h00)/5 days from Monday to Friday
- One year contract based renewable after evaluating the performance

Qualifications for this position

- Hold a university degree, preferably a advanced degree in Law, International Development, Public Administration or closely related field.
- Program management and/or program coordination experience required.
- Ability to speak and write French and English excellently (level of English should be excellent)
- Ability to use the computer and advanced skills in the usage of office software packages(Ms Word, Excel, etc).
- Preferably work experience of at least 3 years in international organizations of official development assistance(ODA) or other development organization.
- Good knowledge of DRC Development Policy and Plan

For further details, please contact us at our office located in 36 Boulevard Colonel Tshatshi / Gombe, (Next to the Shabani Nonda Building) Tel: 0808504091 and candidates interested in this offer should send their application including a cover letter and updated CV(English version is required), copies of diplomas, certificates of service rendered for previous jobs and two letters of recommendation (with all the contact details of referees) no later than April 9 2024 **ONLY ONLINE** at drcongo@koica.go.kr and koicadrc@gmail.com.

The cover letter should be addressed to the Country Director of KOICA in DRC.

Made in Kinshasa 26 Mars 2024

Country Director/ **KOICA DRC**



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