

Job Announcement

KUCSS(Korean University Council for Social Service) was founded in 1996 to play a leading role in bridging the people of the two countries with development programs. Now, we are seeking qualified applicants to fill one full-time vacant position of Volunteer Program Officers with the following criterion.

Required Qualification

1. At least Bachelor degree in Korean, Social Science, Public Administration or similar fields.
2. Excellent oral/written Korean
3. Excellent Knowledge of Computer skills - MS Word, Internet/E-mail
(Excel, Power Point)
4. Understanding of English is preferred
5. At least 1 year of experience are related preferred
6. Experience in volunteer program section with NGOs and other international agencies are preferred
7. Good at problem solving and communication skill with the level of individual and authorities
8. Strong commitment to work under pressure and be willing to frequently travel to provinces.

Main Responsibility

1. Interpret Khmer to Korean language
2. Support for planning, implementation and evaluation of volunteer program in Cambodia
3. Development of volunteer request documents
4. Advice and consultancy
5. Make Report and documentation
6. Travel to provinces to conduct demand survey and meeting with local organization.

Conditions of Contract

1. Location: Phnom Penh, Cambodia
2. Office hours: Monday to Friday, 8:00-17:30 (Lunch time: 11:30 ~ 13:00)
3. Starting Date: DEC 15, 2015 (*Individual Interview Date: DEC 14, 2015)
4. Contract duration: About 2months contract (renewable contract)

Interest candidates are invited to send completed CVs with cover letter and expected salary, **no later than DEC 13, 2015 13:00 P.M** to email. (yujin02dec@kucss.or.kr). If you want more information, Please contact us to email. Thank you.