

KOICA THAILAND

The Korea International Cooperation Agency (KOICA) is the sole government agency responsible for the Korean government's bilateral grant aid programs and technical assistance programs under the Ministry of Foreign Affairs and Trade of the Republic of Korea. Beside technical support and bilateral cooperation, the KOICA office in Thailand is also operating the invitation programs to Thai officials for training courses in Korea and dispatching Korea overseas volunteers to partner organizations in Thailand.

KOICA Thailand Office is currently seeking suitably qualified applicants for a position in safety & security management.

CLOSING DATE FOR APPLICATIONS: 2 February 2025

EXPECTED INTERVIEW DATE: 6 February 2025

POSITION TITLE: Safety & Security Officer

CONTRACT DURATION: 1 year

JOB TYPE: Full-time / Monday to Friday (08:00-16:30, 35 hours per week)

SALARY RANGE: \$1,000-\$1,500 depending on experience

LOCATION: KOICA Thailand Office/ AIA Capital Center, Bangkok 10400

ESTIMATED START DATE: 24 February 2025

RESPONSIBILITIES

1. Safety Training and Planning for Emergencies:

- a. Design, develop and conduct safety and security training sessions for dispatched personnel including staff and volunteers.
- b. Regularly update training materials to align with evolving security situations and organizational needs.
- c. Lead the development and implementation of emergency action plans.
- d. Serve as an advisor to the Program Manager and Country Director during emergency situations.

2. Incident Reporting and Response:

- a. Develop and manage procedures for reporting and responding to incidents involving staff, volunteers and partner organisations.
- b. Support Program Manager with incident reports, ensuring timely documentation and follow-up.
- c. Provide immediate support and assistance to volunteers during incidents, collaborating with relevant stakeholders to ensure safety.

3. Advisory Role on Safety and Security Management:

- a. Monitor local security trends and provide regular risk assessments to the Program Manager.
- b. Recommend policy updates and procedural adjustments based on changing security environments.

4. Crime Trend Analysis and Monthly Reporting:

- a. Conduct regular crime trend analyses across Thailand and disseminate findings to staff and volunteers.
- b. Regularly update and share security-related data to improve organizational awareness and preparedness.

5. Site Identification and Evaluation:

- a. Collaborate with the Program Manager to establish criteria for volunteer site inspections and selections.
- b. Conduct site visits to assess safety, security risks, and environmental factors.

6. Liaison and Coordination:

- a. Maintain communication with local authorities, law enforcement, and the Korean embassy.
- b. Develop cooperative networks with external organizations (e.g., USAID, Peace Corps, JICA/JOCV, UNV, etc.) to share security information and best practices.

7. General Administrative Support:

- a. Assist the Program Manager with administrative duties related to safety and security of dispatched personnel.
- b. Support day-to-day office operations and contribute to the broader mission of ensuring volunteer safety and well-being.

REQUIREMENTS

- Bachelor's degree in related fields;
- Minimum 3-5 years experience in relevant fields (e.g., law enforcement(police or military), safety & security management, analysis, and reporting, etc.);
- Proficiency in Microsoft Office applications (e.g., Word, Excel, PowerPoint) and Gmail;
- Fluency in English is required;
- Knowledge of the Korean language is an asset;
- Must be a Thai national.

HOW TO APPLY (EMAIL ONLY)

- Interested candidates must submit the following documents to *koicathai@gmail.com*:
 - (1) Curriculum vitae, (2) Cover letter, (3) Scanned copies of degrees
- Please mention the position you are applying for in the title of your application email (e.g., Program Officer, Safety & Security Officer)

* Point of Contact: Ms. Sodam Hong/Program Manager/Tel: 02-248-1251-3

* Only suitably qualified applicants will be shortlisted and informed for the further process (written test and/or interview).