


**KOICA Volunteers & Advisors Programmes for the Year 2015**

Korean International Cooperation Agency (KOICA) is currently formulating 2015 KOICA volunteers dispatch plan and therefore, KOICA is seeking to identify the demands of the Korean volunteers and advisors for the year 2015 to deploy them to relevant agencies under the above programme.

Accordingly, if you are interested to have Korean Volunteers in your division under the above programme, you are kindly requested to send the dully filled request forms per each volunteer service area to HRD Division on or before **23<sup>rd</sup> February 2015**.

The request form and further details can be downloaded from [www.pubad.gov.lk](http://www.pubad.gov.lk)

  
**T.T. Upulmalee**  
Senior Assistant Secretary (Human Resources Development)  
For Secretary

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## **The Guide for the year 2015 KOICA Volunteer Programs**

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Korea International Cooperation Agency (KOICA) is in charge of implementing the Korea Overseas Volunteers (KOVs) Programs and KOICA now seeks to formulate and to finalize the volunteer dispatch plan for the year 2015 to Sri Lanka.

KOVs' Program aims to promote Human Resource Development including Vocational Training, Education and Rural & Community Development as well as to share KOVs' experiences and knowledge in each expertise fields through provision of technical assistance for a term of basically 2 years service by facilitating volunteers to live and work together with local communities in Sri Lanka.

Furthermore, to enhance the effectiveness of KOVs' program, KOICA plans to refrain from dispatching to Western Province Area except special demands identification but to prefer dispatching to Other Provinces such as Northern, Eastern and Southern after conducting security and safety checks.

All the government organizations and institutes are eligible to request for the Korea Overseas Volunteers (KOVs), dispatched by KOICA as a part of its development assistant programs in Sri Lanka.

In this regard, we are herewith attaching the Guidelines Summary for Dispatching Volunteers, the Main sectors of the Volunteers and the KOICA Volunteer Request Proposal Form. Considering the time it takes to enlist volunteers, we kindly request you to convey the information to organizations and institutions to which KOICA Volunteers can be dispatched and confirm with them to submit completed KOICA Volunteer Request Proposal Forms for each proposed field together with the priority order to the KOICA office in Sri Lanka with the approval of the External Resources Department of the Ministry of Finance and Planning.

For Each Ministry

## The Main Fields for 2015 KOICA Volunteer Programs

Sector	Sub Sectors
<b>Education and Culture</b>	<ol style="list-style-type: none"> <li>1) Korean Language</li> <li>2) Vocational training in sub-sectors of Sector I.E</li> <li>3) Early childhood &amp; Elementary Education</li> <li>4) Artistic &amp; Athletic Education</li> <li>5) Tae Kwon Do</li> <li>6) Education for the handicapped persons</li> <li>7) Science Education</li> </ol>
<b>Urban and Rural Development</b>	<ol style="list-style-type: none"> <li>1) Rural &amp; Urban development</li> <li>2) Agricultural development</li> <li>3) Aquaculture</li> <li>4) Veterinary medicine</li> <li>5) Stockbreeding</li> </ol>
<b>Industry and Energy</b>	<ol style="list-style-type: none"> <li>1) Automobile</li> <li>2) Electricity</li> <li>3) Machinery</li> <li>4) Electronics</li> <li>5) Quality control</li> <li>6) Welding</li> <li>7) Architecture</li> </ol>
<b>Information Technology</b>	<ol style="list-style-type: none"> <li>1) Computer Education</li> <li>2) Computer Design</li> <li>3) Wire/Wireless Communication technology</li> </ol>
<b>Public Health</b>	<ol style="list-style-type: none"> <li>1) Nursing</li> <li>2) Nutrition</li> <li>3) Radiotherapy</li> </ol>
<b>Environment and Other</b>	<ol style="list-style-type: none"> <li>1) Environment</li> <li>2) Librarian</li> <li>3) Social welfare</li> <li>4) Tourism</li> <li>5) Marketing</li> </ol>

For Each Ministry

## **Procedure for apply for KOV Program**

### STEP 1 - Identification & Request

Host Ministries & organizations identify needs for KOV and submit completed KOV request forms to KOICA office Sri Lanka through External Resources Department of the Ministry of Finance and Planning.

### STEP 2 - Pre-Survey by KOICA

KOICA Office conducts field survey and consultation with host Ministries & organizations to verify dispatching KOVs.

### STEP 3 - Appraisal & Approval

KOICA head office evaluates the field office's study results and determines whether or not to dispatch KOVs.

### STEP 4 - Recruitment & Preparation

KOICA Head Office will recruit KOVs and provide them training course for 6 weeks long in Korea.

### STEP 5 - Dispatch & Evaluation

KOVs are dispatched for two years to host Ministries & Organizations after 8-weeks in-country training and KOICA field office will monitor and evaluate KOVs activities throughout two years.

**Official Form**

**REQUEST FOR KOREA OVERSEAS VOLUNTEERS (KOV)**

Please note that your full completion of this form will facilitate KOICA's response to your request

**I. DESCRIPTION OF THE REQUESTING ORGANIZATION**

- Name:
- Address
- Tel:   E-mail:
- Major Activities (*please, give at least three*):
- Function:
- Administration    Education/Training    Manufacturing    Research
- Other(        ) )

**II. DESCRIPTION OF THE REQUESTED KOV'S WORK PLAN**

**III . Identify your WFK request**

- **Field of Operation:**  
*(Please, select a field to refer the attached table of job classification recommended by KOICA)*
- **Expecting activities of KOV** (*please, state in details*)
- **Workplace** (*if different from the requesting organization*):
- **Type of Volunteer :**  
 KOV                                        Senior KOV
- 
- \* KOV : Junior expert of relevant fields under age 49 years old.*
- \* Senior KOV : Over 10 years experiences in relevant fields with age from 50 years old to 62 years old*
- **Target Beneficiary:**

- Expected time of arrival:

#### IV. REQUIRED QUALIFICATIONS OF THE KOV

■ Sex:  Male  Female  No Preference

■ Education (Degree in \_\_\_\_\_)

Technical college \_\_\_\_\_  Bachelor in \_\_\_\_\_  Master or above in \_\_\_\_\_

■ Work experience:  Not required  Required ( ) year(s) in \_\_\_\_\_

■ Other qualifications (if any, specific):

- License: ( ) - Other  
( )

■ Language: please prioritize languages and indicate their required levels

- First important language : \_\_\_\_\_

- Second important language: \_\_\_\_\_

#### V. INFORMATION ABOUT THE WORKPLACE

■ Name (only if different from the requesting organization):

■ Address:

\_\_\_\_\_ km from the city of \_\_\_\_\_, \_\_\_\_\_ hours by \_\_\_\_ (transportation)

■ Major Activities :

■ Information on the co-worker who will work closely with the KOV

- Full Name (Ms./Mr.):

- Position/ Work Area:

- Contact information : (telephone or cell phone no. and e-mail)

Office:

(C.P. )

E-mail:

- Accommodation:  provided /  not provided
- Volunteer from the other country: No.of Volunteer: \_\_\_\_\_ Country: \_\_\_\_\_
- Resources available for the KOV : *e.g. office, desk, PC, printer, phone, fax, etc.*

## VI. ADDITIONAL INFORMATION

## VII. RESPONSIBLE PERSON FOR THIS REQUEST

- Full Name:
- Position/Institution:
- Date:
  
- Signature: \_\_\_\_\_

*Rubber Stamp*