

Recruitment of Project Development Specialist (PDS)
The Export Import Bank of Korea (Korea Eximbank)

The New Delhi Representative Office of Korea Eximbank plans to recruit one (1) new staff for the post of Project Development Specialist (PDS) in the sectors of Official Development Assistance (ODA).

- ① Application Documents: (1) Full Curriculum Vitae with Photo, (2) Essay (English and Hindi)
- ② Last Date of Documents Submission: 6 PM, 23rd December, 2020 (Indian Standard Time)
- ③ Address of Submission of Application Documents: (email) KeximNDO@rediffmail.com
Mr. Kisang Kim
Chief Representative
Korea Eximbank New Delhi Representative Office
(Attention: Mr. Jung Wan Ryu, Deputy Chief Representative)
Unit No. – F-7, 1st Floor, Commercial Block
Andaz Residences, Aerocity, New Delhi – 110037
- ④ Recruiting Process: (subject to change)
 - (1) Application Documents Evaluation : 23rd December, 2020
 - (2) Interview(online) for Shortlisted Candidates : 6th January to 12th January, 2021
 - (3) Submission of Medical Examination Report for Final Candidates : 20th January, 2021
 - (4) Final Notice & Job Offer to the Selected Candidate : 22nd January, 2021
 - (5) Starting Date of Work : Beginning of February, 2021
- ⑤ Place of Work: Korea Eximbank New Delhi Representative Office, Aerocity
- Candidates should not be restricted from traveling across various states in India.

Please refer to the detailed terms of reference for the PDS job at Korea Eximbank New Delhi Representative Office.

Sincerely,

Kisang Kim
Chief Representative
New Delhi Representative Office
The Export-Import Bank of Korea

The Export-Import Bank of Korea : Who We are and What We Do

The Export-Import Bank of Korea (Korea Eximbank) is an official export credit agency (ECA) providing comprehensive financial support to promote Korean companies' business overseas. Korea Eximbank, established in 1976 pursuant to the "Export-Import Bank of Korea Act", is a government-owned policy bank.

Korea Eximbank is also responsible for the operation of the Korean Official Development Assistance (ODA) program to developing countries under its' government entrusted Economic Development Cooperation Fund (EDCF). As of year-end 2019, EDCF commitments sum up to US\$17.98 billion to 57 countries for 446 projects.

Korea has recently been accepted as a new bilateral development partner country by India. Korea Eximbank and EDCF have been closely working with the Indian government, state governments, project implementation agencies, MDBs and other bilateral institutions in developing projects in various sectors such as transportation infrastructure, information communication technology, medical/healthcare.

Job Responsibilities:

- Have clear understanding and knowledge of rules and regulations under India's Official Development Assistance (ODA) guidelines and their applicability on development of various economic infrastructure projects in India in line with the mandate under the EDCF program by the Government of Korea.
- Work as primary contact point for interface between Korea Eximbank New Delhi Representative Office and Indian stakeholders including the nodal ministry of the Central Government and line ministries of the Government of India, State governments, project implementation agencies and other related entities.
- Explore, identify and prepare new project ideas for EDCF's standalone participation in India's developmental projects, including but not limited to sectors such as transportation infrastructure, ICT, medical/healthcare, or for co-financing opportunities with other bilateral agencies and/or Multilateral Development Banks(MDBs).
- Support relevant departments, teams and personnel in Korea Eximbank's headquarter and the New Delhi representative office in formulation and management of country policy and portfolio for India in line with changing rules and regulations of the Indian Government.
- Keep track of annual progress/disbursement/results of EDCF's developmental projects as well as other bilateral development partners and MDBs in India including researching, regular updating and sharing of sector information and trends.
- Prepare, participate and support meetings with the Department of Economic Affairs (DEA), including the India-Korea Working Group Meetings (WGM) and EDCF missions such as fact-finding, appraisal and review missions. Also, prepare, participate and support arranging other various meetings in developing projects, i.e. preparation for project concept papers, or for overcoming obstacles which may cause delays in projects' developments. Support preparing agendas and ensuring achievement of mission objectives with widespread networking with possible stakeholders and preparing minutes of missions/delegation meetings thereof.
- Build rapport, liaison and maintain close and reliable contacts with relevant officials in concerned ministries/ departments/ organizations/ co-financiers/ counterpart institutions

/ project implementation agencies/ contractors/ consultants and other stakeholders in connection with EDCF assisted or potential ODA projects for exchange of information and effective communication for project developments.

- Perform other duties and services as desired by Korea Eximbank New Delhi Representative Office, pursuant to and in line with the rules & regulations set forth by DEA and RBI.

Requirements and Skills:

Interested candidates are required to have the followings:

- Strong command and fluency of English and Hindi in reading, writing, and speaking. Candidates will be requested to submit a short paragraph, in both English and Hindi, regarding a subject which will be shared during the interview. Candidates will be requested to send the paragraph in MS-Word file or via email, during the online interview.
- A Bachelor's degree. Degree in development related fields like Finance, Economics, Law, Engineering, Development, Health, Environment and etc., and post graduate qualification may receive preference.
- Professional working experience is mandatory. Preferred status will be given to candidates with longer professional working experience, i.e. longer than 5 years, and/or candidates with working experience in a similar organization or similar field.
- Proficiency in using business software applications like MS Office including MS-Word, Excel, and PowerPoint.
- Strong analytical, comprehension and communication skills.
- Availability to travel, as and when required, at short notice.

Korea Eximbank reserves its right to reject/not to consider a candidate's application during the selection process owing to the candidate's criminal records in the past; involvement in court cases in the past/present; prohibition to travel by Indian authorities or any other facts that may affect the candidate's employment prospects. False declaration, if found after employment, will be deemed as a criminal contempt, and may lead to immediate termination of the employment contract.

Submission of Application:

Interested candidates need to submit the following documents to Korea Eximbank, New Delhi Representative Office, for preliminary shortlisting:

An up-to-date electronic version of **Full Curriculum Vitae** with Photograph (color, preferably passport size) including academic and professional/work experience along with 2 local Indian professional references, if applicable, need to be sent to email ID: KeximNDO@rediffmail.com along with:

- Cover letter (no more than 1 page), outlining the suitability of candidature for the vacancy indicating salary expectations (both in English and in Hindi)
- Copies of relevant certificates (academic and professional certificates)
- Articles/Publications, if any
- A write-up on what are the main challenges for development in India in the aspect of trying to find equilibrium for the interest between the supporting and the recipient country? What sectors do you think would be ideal to maximize benefits for both? How would you try to overcome such challenges? (not more than 2 pages in the font size of 14 or larger)

Candidates are advised to ensure that they provide accurate contact information while applying which should also include a valid email ID for faster communication and to avoid delay/non-receipt of communication during the selection process.

Selection Process: subject to change with prior notice to candidates.

1. Application Documents Evaluation : 23rd December, 2020
2. Interview(online) for Shortlisted Candidates : 6th January to 12th January, 2021
3. Submission of Medical Examination Report for Final Candidates : 20th January, 2021
4. Final Notice & Job Offer to the Selected Candidate : 22nd January, 2021
5. Starting Date of Work : Beginning of February, 2021

Deadline of submission of application: 6 PM, 23rd December, 2020 (Indian Standard Time)

Address for submission:

Mr. Kisang Kim
Chief Representative
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Note:

Korea Eximbank reserves the right to cancel/withdraw this employment notification at any point of time or not to select any candidate for the vacancy without citing any reason. Korea Eximbank will not entertain or respond to inquiries regarding the selection process before/after receipt of all applications. Necessary correspondence will be made only with shortlisted candidates directly. Candidates found to be indulged in unfair means for his/her selection either in person or through anyone will be summarily disqualified from selection process.