Secretaries of All Ministries
Chief Secretaries of All Provincial Councils

Dear Sir/Madam

KOICA – KUCSS Volunteer Programme for the Year 2017

This refers to the letter no. KSO/432/2016 and dated 16th December 2016 sent by the Resident Representative, the Korea International Cooperation Agency (KOICA) on the above.

KOICA – KUCSS (Korean University Council for Social Service) conducts volunteer programme for the period of five (05) months as a team in one organization.

As per the information given by the Korea International Cooperation Agency (KOICA), KOICA – KUCSS is currently formulating 2016 KOICA – KUCSS volunteers dispatch plan and therefore, KOICA – KUCSS is seeking to identify the demands of the KOICA – KUCSS volunteers for the year 2017 to deploy the volunteers to Sri Lanka under the above programme.

Accordingly, if you wish to obtain KOICA – KUCSS volunteers to your Ministry or institutions under the purview of your Ministry under this programme, you are kindly requested to submit the details of the demands including the number of required volunteers, expected service areas with the dully filled request forms per each team; on or before 27th January 2017. Copy of the request form for volunteers is enclosed.

Your immediate response in this regard is greatly appreciated.

Yours faithfully

Noor Rizna Anes
Addl. Director General
For Director General
Request for Korean University Council for Social Service (KOICA-KU-CSS)

1. Description of the requesting organization

- Name:
- Address:
  - Telephone number:
  - Fax number:
  - E-mail:
  - Website:
- Function: □ Administration  □ Education/Training  □ Manufacturing  □ Research
  □ Other (  )
- Major activities:

2. Description of the assignment for the KU-CSS(VOLUNTEER TEAM)

- Classification by field

- Details of the tasks that the KU-CSS(VOLUNTEER TEAM) will undertake:

- People for whom the KU-CSS(VOLUNTEER TEAM) will work
  □ Students  □ Teachers  □ Workers  □ Government officials  □ Other (  )
  □ Number of persons: (  )
3. Description of the workplace

- Address (only if the workplace is different from the requesting organization):

- Location of the workplace
  - _____ km from the city of __________, _______ hours by ______________ (transportation)

- Available resources for the KUCSS (e.g. office, desk, PC, printer, phone, fax, etc.)

- Information on the co-workers who will work closely with the KUCSS
  - Title:
  - Name:
  - Areas of work:
    - English language skills: □ Incapable □ Basic □ Intermediate □ Advanced
  - Contact information (telephone number or e-mail):

4. Requirements for the KUCSS(VOLUNTEER TEAM)

- Sex: □ Male □ Female □ No preference

- Educational background:
  - High school □ Technical college □ Bachelor's degree □ Master's degree or above

- Technical experience: □ Not required □ Required: (______) years

- Other qualifications (if any): □ License (______) □ Other (______)

- Language: □ English □ French □ Spanish □ Russian □ Other (______)

- In principle, the Volunteer team of 6 members will perform their task for 5 Months.

5. Local information

- Vaccinations needed for the KUCSS before arriving (if any):
- Living conditions (mark all utilities commonly available at local residences):
  - Telephone
  - Internet
  - Television
  - Mobile phone
  - Electricity (_____ Volts _____ Hz)

- Other information that may help KUCSS adapt to the local environment
  (e.g. religious and cultural customs)

...date.../...month.../...year...
(Date)

...(Name & Signature)...

...(Title)...

...