



# Japan International Cooperation Agency

**【 URGENT 】**

## Career Opportunities / Terms of Reference

<b>In-house Consultant for Programme Management in Study Program in Japan</b>	
Location:	Abuja
Duration:	10 days a month (actual days of service shall be agreed between the consultant and JICA) From 29 <sup>th</sup> of July 2019 till 31 <sup>st</sup> of March 2020 (with possibility of renewal after the probationary period)
Type of Contract:	Consultancy Contract
Closing Date:	by noon on 1 <sup>st</sup> of July 2019

### **(1) Background**

Japan International Cooperation Agency (JICA) is a bilateral development agency fully funded by the Government of Japan as the implementing arm of Japanese Official Development Assistance. Over the decades, JICA has been actively engaged in socio-economic development and infrastructure development of Nigeria in various fields, through Technical Cooperation, Grant and Loan Assistance and Development Studies.

In order for smooth and efficient programme management of the JICA Nigeria Office, we are seeking for ONE (1) consultant **with strong competency in assisting work for Programme Management in Study Program in Japan.**

### **(2) Scope of Work**

Under the Supervisor in JICA Nigeria Office, provide technical and administrative support to ensure that the Programme team meets the highest standards in compliance with JICA corporate policy and procedures thereby contributing to JICA Nigeria Office's strategic objectives. As part of the team, the Consultant is expected to contribute to efficient and effective programme operation, data collection/analysis, monitoring and reporting as well as administrative assistance of the target areas where necessary.

All assignments shall be conducted;

- in full compliance at all levels with JICA regulations and standard procedures liaising with JICA HQ;
- in timely manner to ensure deadlines are well met; and
- in conjunction with relevant colleagues, assist and advise with all aspects of office management.

### **(3) Duties and Responsibilities**

#### **(i) Project/Programme Management with focus on study program in Japan**

Under direct supervision and guidance of the Supervisor, as part of the Programme team, the Consultant will demonstrate technical and administrative support abilities and commitment in all aspects of project cycle management in the concerned projects/area;

- Monitoring, Linking ex-participants of African Business Education (ABE)-Initiative program with Japanese companies, Official Development Assistance (ODA) programs, including networking with alumni association of ABE-Initiative (i.e. “Kakehashi” Africa)
- Selection of candidates, support logistics for any scholarship program
- Developing system to gather/share information of ex-participants
- Maximize outcomes of study/training program
- Arrange and coordinate the meetings, workshops, trainings sessions and other necessary events with other stakeholders such as Nigerian MDAs, International Development Partners, and CSOs/NGOs;
- Prepare speech scripts, letters, documents for presentation, reporting and others related to the programmes;
- Collect, analyse and compile data/information in the target areas as a joint work with the Programme Team in JICA Nigeria office, Nigerian MDAs and other partners;
- Resolve problems and queries, liaising with JICA colleagues, project implementers and external stakeholders as required;
- Engage in procurement of goods and services related to the project in charge;
- Contribute to knowledge/information sharing within the team thereby to elaborate cooperation strategy to Nigeria;
- Contribute to strengthening result-oriented management and increasing efficiency and effectiveness of programmes;
- Identify possible improvements or adaptations to the JICA’s programme and contribute to its realisation; and
- Perform other duties may be assigned by the Supervisor.

#### **(4) Qualifications**

- A National of Nigeria or a person eligible to work in Nigeria;
- At least Bachelor’s degree in the relevant fields;
- Proven track of relevant experience for more than 3 years among Government, Development Partners or CSOs/NGOs ,etc.;
- Extensive capacity in project management within the team;
- Strong communication skills to express complex ideas to and negotiate with various stakeholders;
- High Level Mathematical Thinking;
- High-level Information-gathering capacity through literature survey, internet survey, on-site interview and other appropriate ways;
- High-level reporting skills;
- Excellent knowledge and operation skills of Microsoft Word, Excel and PowerPoint;
- Ability of making up realistic time frame and strong capacity of time management to ensure all assignments to meet deadlines;
- Ability to seek creative win-win solutions within a limited budget;
- Ability to handle responsibility and occasional high work-loads under tight deadlines;
- Ability to develop trust, respect and team work within and outside the team;
- Self-disciplined in interaction with internal/external stakeholders;
- Understanding of accountability and responsibility in full compliance with JICA regulations and operating procedures;
- Understanding and being competent in the following expected values of the Consultant;
  - Sympathy to JICA Mission: JICA, in accordance with the Development Cooperation Charter, will work on human security and quality growth

- Kaizen philosophy for improvement
- Initiative in duty
- Awareness of benefit/cost
- Multi-dimensional view
- Service mind to clients
- Flexibility
- Speedy and timely delivery; and
- Reporting, Communication and Consultation with colleagues and supervisors for team work (Hou-Ren-Sou)
- Respect and loyalty to JICA's Vision, Missions and Principles; and  
(Please visit: <http://www.jica.go.jp/english/about/mission/> )
- Willing to work for Japanese organization.

**(5) Remuneration**

The minimum consultancy fee is 18,056 Naira per day, depending on experience

**2. Application**

Please submit a completed Application Form by e-mail to [\*\*jicang-info@jica.go.jp\*\*](mailto:jicang-info@jica.go.jp) by **noon on the 1<sup>st</sup> of July 2019.**

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