

Job Opportunity

Japan International Cooperation Agency (JICA), a public organization in charge of implementing Japanese Official Development Assistance (ODA) under the Government of Japan, has been Bangladesh's largest bilateral development partner for long since we started our activities in 1973. JICA extends support in various projects to meet the needs of the government and people of Bangladesh. With our vision "Leading the world with trust," Bangladesh has become the 2nd largest country to JICA among over 140 partner countries in the world. To fulfill emerging demand, the JICA Bangladesh office wishes to employ one full-time Bangladeshi professional officer.

Deputy Administrative Officer/ Administrative Officer

JICA Bangladesh Office have four sections: General Affairs section, Economic Development section, Human Development section, and Social Development section. The selected candidate will belongs to General Affairs section and mainly in charge of the procurement of goods/equipment/services for the office, supervising accounting procedure and any other daily office administrative tasks.

The candidate will work as Deputy Administrative Officer/ Administrative Officer in a team with other officers under the guidance of relevant Japanese Representatives (hereafter "Representatives").

Responsibility

1. Procure necessary goods/equipment/services for the office or JICA projects in compliance with relevant JICA regulations/guidelines or project agreements;
2. Straighthen out all the procurement procedure in the office in compliance with relevant JICA and government regulation;
3. Supervise all the accounting procedures in the office;
4. Perform any other administrative duties as may be assigned by Representatives.

Requirement of Candidate:

1. Academic background: Bachelor's Degree
2. Working experience: More than 5 years in the field of procurement or accounting in Development or Government organizations.
3. Language skill: Excellent in English (writing and speaking).
4. Computer skills: Microsoft word, Microsoft excel, and Microsoft PowerPoint
5. Personal skill: High level of interpersonal skills, integrity, patience, and ability to work as a team often under pressure with the mindset to "serve to colleagues"
6. Age: Principally less than 39 years old
7. Close relatives¹ of JICA staff are not eligible. Applicants are expected to disclose if they have any relative/s by consanguinity/blood, adoption, and/or affinity/marriage presently employed in JICA.

Salary Level:

Annual Salary level (inclusive of all allowance before TAX) varies between 1,900,000 BDT and 2,440,000 BDT (subject to certain conditions applied).

Application Documents

1. CV
2. Cover letter with a statement (within 400 words) justifying in favor of their candidacy to the JICA Bangladesh Office

Items to be included in the CV:

1. Academic background: Copy of certificates
2. Working experience: The organization and the job contents be described specifically
3. Computer skills: Mentioned separately (Word, Excel, PowerPoint).
4. Other advantages: If any

Deadline:

1. Must arrive by **10th August, 2023 (16:00)** *We'll only accept hardcopy of document.
2. Send to JICA Bangladesh Office, 3rd Floor, Bay's Galleria, 57 Gulshan Avenue (CWS-A19), Gulshan 1, Dhaka-1212

Only short-listed candidates will be notified for future writing exams to be held at the end of August. JICA will inform only those who passed the 1st selection by CV.

The educational certificate shall be shown at the time of the interview.

¹Close relatives refer to spouse, children, mother, father, brother and sister, niece, nephew, aunt, and uncle