



## POSITION AVAILABLE

The Japan International Cooperation Agency (JICA), an incorporated administrative agency of the Japanese government, aims to contribute to the promotion of international cooperation as well as the sound development of Japanese and global economy by supporting the socioeconomic development, recovery or economic stability of developing countries. To this end, the JICA Malaysia Office, located in Kuala Lumpur, has been operating in Malaysia to implement a wide range of Official Development Assistance (ODA) projects and programs by the Japanese government since 1974. The office is now seeking qualified candidates for a position as follows;

1. Position title

Clerk (One year contract)

2. Working conditions

(1) Working days and hours

Monday to Friday: 8:30am to 4:30pm

(2) Working Place

JICA Malaysia Office, Kuala Lumpur

(3) Salary and benefits

- Monthly salary: To be determined as per the rules and regulations of JICA
- Overtime Pay: Claimable
- Benefits: Daily transport cost reimbursement, business trip allowance, annual leaves, medical leaves, medical and dental cost reimbursement, health screening, social security (Employees Provident Fund (EPF), Social Security (SOCSSO) and Employment Insurance System (EIS))

3. Job responsibilities

(1) To assist administration works such as;

- To assist accounting works including drafting accounting documents for payments,
- To manage receiving, registration and sending of official letters, and documents,
- To deliver and collect relevant materials or documents as required,
- To ensure office infrastructure and equipment are in good condition,
- To take stock control and manage purchasing of office consumables,
- To support filing official documents

(2) To assist project management such as;

- To manage logistic arrangements for mission and experts,

- To arrange necessary meetings with relevant institutions.
- To check accounting documents
- To support the work of the Procurement

(3) Any other tasks assigned by management from time to time.

4. Qualifications and requirements

(1) Academic qualification: Applicant must possess at least a SPM or equivalent. Preferable to have a diploma in accounting.

(2) Working experience: Minimum two years working experience in accounting is preferred. Fresh graduates are also encouraged to apply.

(3) Required languages: Bahasa Malaysia and English. Japanese language will be an added advantage.

(4) Age: Less than 35 years old is preferred.

(5) Nationality: Malaysian citizen in principle

5. Duration of assignment

The successful candidate shall commence his/her service on 1st April 2024 for a period of one (1) year. A probationary period of six (6) months shall be in place. Renewal of the service contract may be offered depending on performance evaluation of the service for the first year.

6. How to apply:

An applicant must submit: Curriculum Vitae with a photo taken within three (3) months with an expected monthly salary, a certified copy of SPM/diploma/degree certificate(s), and a photocopy of the National Registration Identity Card (NRIC), in a sealed envelope with the subject of "Job Application" on the address, by either courier or hand delivery, to the JICA Malaysia Office, Suite 29.03, Level 29, Menara Citibank, 165, Jalan Ampang, 50450 Kuala Lumpur, Malaysia. Alternatively, the application documents detailed above may be submitted via e-mail addressed to [ms\\_oso\\_rep@jica.go.jp](mailto:ms_oso_rep@jica.go.jp).

7. Deadline:

The application documents must be submitted not later than **12:00pm on Friday, 9 February 2024**. All application documents submitted after the deadline shall be rejected.

8. Notes:

- Only short-listed candidates will be contacted for subsequent interviews.
- Application documents will not be returned.

- Personal information will only be used for the purpose of selection.
- For more information about JICA, please refer to our websites:  
[Japan International Cooperation Agency \(jica.go.jp\)](http://jica.go.jp)  
[Malaysia | Malaysia | Countries & Regions | JICA](#)