

Job Opportunity at JICA Egypt Office (Program Officer)

JICA EGYPT OFFICE

6th Floor, World Trade Center, 1191 Corniche El Nile St, Boulak, Cairo

Job Title: Program Officer

JICA Egypt Office seeks to hire staff for the above position.

About JICA

JICA is the Japanese government organization in charge of administering Official Development Assistance (ODA) of Japan including Technical Cooperation, Finance and Investment Cooperation and Grants in an integrated manner. JICA cooperation started with Egypt in 1954 and JICA office in Egypt was established in 1977. JICA Egypt consists of total 49 staff members including 18 Japanese and 31 Egyptian staff members as of Feb. 2023, headed by Chief Representative and 3 Senior Representatives.

The mission of JICA is working on human security and quality growth. The operations are aligned with the Egyptian government priorities as well as Japan's policy and Sustainable Development Goals (SDGs).

JICA on-going cooperation portfolio with Egypt amounts to \$ 9 billion spanning several sectors including energy and environment, transport, education, health, agriculture and irrigation, tourism among others. In addition, JICA Egypt manages a knowledge Co-creation Program, a South-South Triangular Cooperation Program, and a Volunteer Program.

STANDARD MINIMUM QUALIFICATIONS

- 1. Education:** Bachelor's degree in Economics, Political Sciences, Business, Engineering, or other disciplines relevant to international development. Advanced degree is a plus.
- 2. Experience:** More than Five years of experience in a similar position or relevant field. Experience at international organizations or in development field is an advantage.
- 3. Age:** Less than 35 years old is highly preferable.
- 4. Languages:** Fluency in spoken and written English and Arabic. Japanese language proficiency is an advantage.
- 5. Computer Skills:** Excellent computer skills (word, excel, PowerPoint, web browsing, email software)
- 6. Travel:** Flexibility to travel inside/outside Egypt.
- 7. Health condition:** Healthy enough to carry the required tasks (record of medical check-up will be required before contract signing)
- 8. Others:**
 - No crime record.
 - No obligation for military service (To have completed military service or exempted from it)

ORGANIZATIONAL CONTEXT

JICA has 100 Offices all over the world. The position is in JICA Egypt Office. Program Officers work within teams including Senior Program Officers, Chief Program Officers and Representatives reporting to Senior Representatives and Chief Representative. Program Officers work under the support and guidance of more experienced staff members. They are involved in project management in multiple sectors including related formulation, implementation, monitoring, and evaluation as well as administrative and logistical support of Projects and related PR activities to

promote JICA operations.

JOB DESCRIPTION

- 1- Coordinate, plan and manage technical cooperation including Third Country Training Program (TCTP), ODA loans and grant aid projects of JICA for the economic and social development of Egypt, especially (but not limited to) the areas of environment, fishery (Inland aquaculture) and governance sectors in close coordination with superiors and team members
- 2- Review and analyze the Egyptian government related documents and plan for JICA projects, prepare reports for management decision and give technical guidance and advice to the Egyptian government to ensure that the project implementation is carried out in accordance with JICA regulations.
- 3- Data collection, analysis, and monitoring to ensure high quality standards of office operations and project implementation.
- 4- Observe and improve all of contents and procedures related to office project operations.
- 5- Promote network and communication with stakeholders such as government counterparts and line ministries, JICA experts, consultants, and development partners.
- 7- Participate in meetings and contribute to the preparation of accurate and timely reporting for informed decision making.
- 8- Support the preparation of any events or activities for promotion of JICA operations.
- 9- Manage the Public Relation activities of JICA Egypt Office in collaboration with different sectors teams.
- 10- Manage and support the networking and good communication with key stakeholders including coordination with other Development Partners.
- 11- Support in composing high quality documentation and reports and maintaining appropriate filing system.
- 12- Proactively advice on any means to improve processes and productivity.
- 13- Take proactive measures for problem solving.
- 14- Perform other duties as assigned by supervisor.

CORE COMPETENCIES

- ❖ Logical and strategic thinking
- ❖ High quality of documentation and good presentation skills
- ❖ Basic business knowledge
- ❖ Understanding of development challenges and priorities of the country, SDGs and considering solutions.
- ❖ Object oriented, flexible program management skills for problem solving.
- ❖ Accountability and Commitment.
- ❖ Reliability and honesty.
- ❖ Negotiation and coordination ability.
- ❖ Effective teamwork and cooperative attitude.
- ❖ Ability to build and maintain relationships and trust.
- ❖ Flexibility and ability to adapt to changing circumstances.
- ❖ Good communication and ability to work with nationalities with different cultural backgrounds.

CONTRACT

One year contract including 3 months probationary period. Contract is renewed based on satisfactory performance. Salary level will be decided according to the JICA Egypt office standards, for instance, approximately 24,000LE/month after 5years working experience, which will be determined by the level of candidate's career and background.

PROCESS AND DEADLINE FOR APPLICATIONS

Interested applicants should submit the following documents **by March 2nd, 2023**. Applications should be sent to (Email: jicaeg-recruit@jica.go.jp). Submitted documents will not be returned back to the applicant but kept and processed confidentially.

- 1) A filled-in, typed Application Form (The Form is attached with this document)

- 2) A colored photograph attached with the application form of the size normally used for passports
- 3) An essay in English, in which, you by yourself explain your reason to apply to the JICA Egypt current job opportunity. Any essay is expected to be ONE page in A4 paper with 12-point font by PC.
- 4) At least one reference letter.
- 5) Graduation certificate.
- 6) Certificate of academic results.

THE SELECTION PROCESS

Selection of candidate is done on a competitive basis as follows:

- 1-Initial Screening: Will be done based on the submitted documents. The short-listed candidates will be notified by email, tentatively expected by **March 9, 2023**
- 2-First Stage of Selection: The short-listed candidates will be requested to come to JICA Egypt Office to have an examination and an interview in English (Tentatively expected by **March 12, 13**)
- 3- Result of First Stage of Selection: JICA will notify the further short-listed candidates, who passed the first stage of selection (Tentatively expected by **March 16th, 2023**)
- 4- Second stage of selection: Short listed candidates will be requested to come to JICA Egypt Office for a final interview in English (Tentatively expected by **March 20, 2023**)
- 5- Notification of result of Second stage of selection: JICA will notify the successful candidate of his/her selection by email (expected by **March 27, 2023**).

*Note: Only successful candidates will be notified in each stage.

The selected candidate is expected to assume his/her post as of April 1 or **May 1, 2023**.

-----*Looking forward to seeing you!* -----