**Job Opportunity at JICA Egypt Office (Program Officer)**

**JICA EGYPT OFFICE**

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

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| **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. The cooperation between Egypt and Japan started when Japan provided technical cooperation in 1954, followed by grant aid in 1973, and loan in 1974. In 1977, JICA Egypt Office was established and since then, JICA continued to provide cooperation in Egypt in different sectors. Approximately 50 Japanese and Egyptian staffs are working at JICA Egypt office, 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’s 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. Advanced degree is a plus. Qualification as medical professional is an advantage.**2.Experience:** At least 5 years of working experience in similar position or relevant field. -Working in health sector or /and in development field is preferable. -Experience at international organization or bilateral development agency is an advantage.**3. Expected Age of applicants: 30 to 35 years old is highly preferable.****4.Languages:** Fluency in spoken and written English and Arabic. **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 out the required tasks (record of medical check-up will be required before contract signing)**8.Others:** No crime records.No obligation for military service (To have completed military service or exempted from it) |
| **ORGANIZATIONAL CONTEXT** |
| The position is in JICA Egypt Office. Program Officers work within teams including Representative and, reporting to Senior Representatives and Chief Representative. Through this, Program Officer is expected to actively/proactively work and work among the team and with the team leader on the tasks in charge to achieve results quickly and reliably to contribute to the smooth execution of project operations and improvement of the office performance. |
| **JOB DESCRIPTION** |
| 1. Coordinate, plan and manage technical cooperation including Third Country Training Program (TCTP[[1]](#footnote-2)), ODA loans and grant aid projects of JICA for the economic and social development of Egypt, especially (but not limited to) the areas of health sector in close coordination with superiors and team members.
2. Review and analyze the Egyptian government related documents and plans 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. Handle paperwork, including financial/accounting management and logistical arrangements.
5. Observe and improve all of contents and procedures related to office project operations.
6. 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 projects 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.
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| **CORE COMPETENCIES** |
| * Logical, critical, and strategic thinking ability
* Proactiveness and attitude to learn to expand one’s potential.
* Strong sense of responsibility and commitment to complete given tasks under the rule by the deadline.
* Object oriented, flexible program management skills for problem solving.
* Reliability and honesty.
* Ability to build and maintain relationships and trust.
* Flexibility and ability to adapt to changing circumstances.
* Good communication skills and ability to work with nationalities with diverse cultural backgrounds.
* Precise and appropriate administrative and office management skills.
* Negotiation and coordination ability.
* Multitasker
* Effective teamwork, team leading and cooperative attitude.
* High quality of documentation and good presentation skills
* Sufficient business skill knowledge
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| **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 a gross of 25,000LE~33,000LE/month for 5-10 years 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 August 27 ,2024**. Applications should be sent to (Email**: jicaeg-recruit@jica.go.jp**). Submitted documents will not be returned 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 is preferable
5. Graduation certificate.
6. Certificate of academic results.
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| **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 tentatively expected by **September 16, 2024** 2-First stage of selection: The short-listed candidates will be requested to come to JICA Egypt Office to have an examination, group discussion and interview in English （Tentatively expected during **September25 to 26,2024**）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 **October 9, 2024**）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 on **October14, 2024**）5- Notification of result of Second stage of selection: JICA will notify the successful candidate of his/her selection (expected by **October 17, 2024**. ）\*Note: Only successful candidates will be notified in each stage.The selected candidate is expected to assume his/her post as of **November1, 2024**.----------------------------------------*Looking forward to seeing you! ---------------------------------------------* |

1. **About the Third Country Training Program (TCTP):**

The Third Country Training Program (TCTP) is an initiative by the Japan International Cooperation Agency (JICA) designed to enhance the capabilities of individuals from developing countries through specialized training programs. In line with the principles of South-South cooperation, TCTP leverages the expertise and experiences of developing countries to support mutual development. In Egypt, JICA collaborates with various Egyptian implementing agencies, including government ministries and academic institutions, to conduct training courses for participants from several African and Middle Eastern countries. These programs focus on sharing Egypt's knowledge and best practices in various sectors, including agriculture, health, and energy. [↑](#footnote-ref-2)