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

**JICA EGYPT OFFICE**

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

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| **Job Title: Administrative 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.
2. **Experience:** Approximately 10 years of experience in a similar position or relevant field.

 Experience at international organizations or in development field is an advantage.1. **Age:** Less than 40 years old is highly preferable.
2. **Languages:** Fluency in spoken and written English and Arabic. Japanese language proficiency is an advantage.
3. **Computer Skills:** Excellent computer skills (word, excel, PowerPoint, web browsing, email software)
4. **Travel:** Flexibility to travel inside/outside Egypt.
5. **Health condition:** Healthy enough to carry the required tasks (record of medical check-up will be required before contract signing)
6. **Others:**
* No crime records.
* No obligation for military service (To have completed military service or exempted from it)
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| **ORGANIZATIONAL CONTEXT** |
| The position is in JICA Egypt Office. Administrative Officers work within teams including Representative and Clerk and, reporting to Senior Representatives and Chief Representative. Through this, Administrative Officer is expected to lead the team with team leader in enhancing administrative and logistical support for the smooth execution of project operations. |
| **JOB DESCRIPTION** |
| 1. Candidates need to be able to take a broader view, to see what is going on across the Office, and to take leadership to help solve problems.
2. Proactively and responsibly complete assigned tasks. Teamwork based on reporting and consultation within the team is key element.
3. Draft or update the rules and regulations related to General Affairs and reinforce them to the office members on behalf of Chief Representative.
4. Gather and study necessary information on administrative procedures and rules and regulations of the Egyptian government.
5. Maintain regular contact with relevant Egyptian government agencies/institutions and private companies.
6. Prepare necessary documents in the General Affairs section, including drafting correspondence reports, meeting minutes, payment requests, approval documents, emails, etc.
7. Carry out the necessary documentation management work.
8. Maintain office space, facilities and equipment, including procurement.
9. Manage office management contract issues.
10. Manage logistical arrangements for tax exemption and customs clearance.
11. Manage office phone contracts effectively with telecom companies.
12. Monitor the visa information of Japanese staff, experts and volunteers and take the necessary steps to ensure that visas are effectively issued by the expiry date.
13. Fleet management (scheduling, vehicle maintenance, insurance, license renewal, etc.)
14. Implement the necessary accounting and procurement procedures in accordance with JICA regulations.
15. Promote networking and communication with stakeholders such as government counterparts, other JICA offices and relevant development partners.
16. Provide the necessary support and action in an emergency.
17. Support the tasks assigned to the back-up staff.
18. Other duties assigned.
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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.
* Honest 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 33,000LE/month after 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 March 15,2024**. 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.

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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 **March 26, 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 **April1 to 3,2024**）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 **April 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 during **April16 to 17, 2024**）5- Notification of result of Second stage of selection: JICA will notify the successful candidate of his/her selection (expected by **April 22, 2024**. ）\*Note: Only successful candidates will be notified in each stage.The selected candidate is expected to assume his/her post as of **May1 2024**.----------------------------------------*Looking forward to seeing you! ---------------------------------------------* |