

Job Opportunity at JICA Egypt Office (Clerk/ Administrative Assistant)

JICA EGYPT OFFICE

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

1. Vacancy

The number of vacancies is one (1) for **“Clerk/ Administrative Assistant”**.

Working contract is one-year basis, subject to extension depending on the performance and the mutual agreement to be renewed annually.

2. Description

Japan International Cooperation Agency (JICA) is a Japanese governmental agency, aiming to contribute to social and economic development of developing countries all over the world through implementing Japanese Official Development Assistance (ODA). JICA Egypt Office is one of the overseas offices covering operations of Egypt and Yemen. JICA Egypt Office implements various projects and types of cooperation including loans, grant aid, and technical cooperation here in Egypt. (For more info: <https://www.jica.go.jp/egypt/english/index.html>, <https://www.facebook.com/jicaegypt/>). The position is expected to support JICA’s development operations in Egypt through administrative work. The working hours are from 8:30 to 16:30 (with overtime work if required), Sunday – Thursday (5 days a week).

3. Recruitment Policy

JICA Egypt Office requires capable and highly motivated staff with good business skills. The applicants should possess good academic background in addition to good commands of written and spoken both English and Arabic. Japanese language proficiency will be considered as advantage. Work experiences in similar areas and administrative work are required. Business trips on a mission to project sites within Egypt. The applicants should have flexibility and good communication skills to work with nationalities with different cultural background.

A salary level will be stipulated according to the office’s standards, for instance, approximately 16,000 of basic salary/per month, 1.5- month bonus per year, commutation allowance according to JICA regulation and individual health insurance will be provided. First three months are a probationary period

4. Qualifications

- (1) Less than 35 years old is highly preferable
- (2) Holder of B.S/B.A (university graduate)
- (3) More than 5 years' work experience in administrative work or in a relevant field. Work experience at international organization in Egypt will be considered as advantage.
- (4) Fluent in both English and Arabic (written and spoken). Japanese language proficiency will be considered as advantage.
- (5) Excellent computer skills (word, excel, web browsing, e-mail software, power point)
- (6) Motivation in administrative work for development and international cooperation.
- (7) Flexible to travel inside Egypt.
- (8) No crime records.
- (9) No obligation for military service (to have completed the military service or have been exempted from it).
- (10) Healthy enough to carry out tasks.

5. Job Description

- (1) Administrative Assistant
 - 1) Handle necessary procedures for on-Egyptian office staff members, experts, volunteers and their family members to enter, reside and leave from the Arab Republic of Egypt(hereinafter referred to as "Egypt") such as drafting documents to obtain entry visa and renewal of residence visa, passport ID card and so on.
 - 2) Manage necessary information of Egyptian staff members employment in JICA Egypt office, and handle necessary administrative procedure for employment including issue of the Office ID and certificate requested, application for social insurance and medical insurance, etc.
 - 3) Prepare necessary documents, letters ,reports and minutes of meetings and official applications to the Egyptian government in general affairs section of JICA Egypt office ,
 - 4) Procure and manage medical insurance service for Egyptian staff members in JICA Egypt office in accordance with rules and regulations of JICA.
 - 5) Conduct necessary process for Egyptian staff members in JICA Egypt Office to take medical check at least once a year.
 - 6) Procure necessary office equipment in JICA Egypt office such as stationaries, paper and drinking water, manage and record them
 - 7) Support reservation of hotels and flight tickets, and rental car arrangements for staff members of JICA Egypt office and mission members from Japan and foreign countries.
 - 8) Handle and circulate official documents in JICA Egypt Office, including receive them from and deliver them to outside.
 - 9) Draft financial documents for payments in JICA Egypt Office including payment of trainings for Egyptian or non-Egyptian staff members in JICA Egypt Office.

- 10) Filing official documents related to general affairs section in JICA Egypt office
- (2) Secretary for Chief Representative
 - 1) Draft necessary documents for the Chief Representative of JICA Egypt Office such as application of financial transaction.
 - 2) Draft speech for the Chief Representative when it is requested
 - 3) Support arrangements of business trips and official leaves for the Chief Representative.
- (3) Others
 - 1) Undertake necessary supports and actions in case of emergency
 - 2) Correspond special requests if managements of JICA Egypt office requests.

6. Core Skills

- (1) Logical thinking ability
- (2) Document preparation/Presentation skills
- (3) Basic business knowledge
- (4) Object-oriented, flexible program management skills for problem-solving
- (5) Precise and appropriate administrative, problem-solving, and office management skills
- (6) Negotiation and coordination ability
- (7) Reliability and honesty
- (8) Accountability and honor of commitments
- (9) Effective team work and cooperative attitude.
- (10) Self-independent working attitude

7. Selection process

(1) Submission of application documents

The interested applicants are requested to submit the following documents by **5th of April, 2022** to the following e-mail address; jicaeg-recruit@jica.go.jp. Note that the documents submitted will NOT be given 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 try to explain your reason to apply to An essay in English in which you by yourself try to explain your reason to apply to JICA Office. Applicants are encouraged to understand the activities and characteristics of the JICA, and to explain their motivation to join the office. An essay is expected to be ONE page in A4 paper with 12-point font by PC.
- 4) At least one reference letter (desirable)

- 5) Graduation certificate
- 6) Academic results

(2) Notification of short-listed candidates (Result of Document screening)

By **14th of April**, JICA will notify the short-listed candidates of their success by e-mail.

NOTE, only short-listed candidates will be notified.

(3) Selection

The short-listed candidates are requested to come to the office to have an interview and some in English. This will be scheduled tentatively **from 20th to 21st of April**.

(4) Result notification (Result of the second Interview)

By 28th of April, JICA will notify the successful candidate by e-mail.

(5) Expected date to start work: 1st of June

NOTE, only successful candidate will be notified.

We are looking forward to seeing you!