

Job Opportunity

Japan International Cooperation Agency (JICA) has been the largest bilateral donor agency in Bangladesh since 1973, in charge of implementing Japanese Official Development Assistance (ODA). JICA extends support in various projects to meet the needs of Bangladesh. With our vision “Leading the world with trust,” Bangladesh becomes the 2nd largest partner country to JICA among over 140 countries in the world. To fulfill emerging demand, JICA Bangladesh office wish to employ one full-time Bangladeshi assistant in charge of administration, mainly accounting/procurement and secretarial tasks as Administrative Officer, working in a team under guidance of relevant Japanese and Bangladeshi staff.

Major Responsibility

1. To straighten out all the accounting procedures in the office in compliance with relevant JICA and government regulations.
2. To procure necessary goods/equipment/services for the office or JICA projects in compliance with relevant JICA regulations/guidelines or project agreements.
3. To supervise all the accounting and procuring procedures in the office.
4. Any other tasks assigned by the office.

Requirement of Candidate

1. Academic background: B.S. in either accounting/administration/business/. B.S. in other background is also considered.
2. Working experience: Minimum 5 years in accounting.
3. Language skill: Excellent in English (writing and speaking).
4. Computer skill: Operation of internet, e-mailing (Outlook), Microsoft word, Microsoft excel and Microsoft power point, any other computer related skill.
5. Personal skills: Prominent level of interpersonal skills, patience, strong aspiration, team spirit, and motivation to acquire new skills.
6. Good understanding of JICA activities.

Salary Level:

Annual Salary level (inclusive of all allowance and Provident Fund before TAX deduction) varies between approximately 2,000,000 BDT to 2,200,000 BDT (subject to certain condition applied).

Application Documents

1. CV: **The CV must be submitted in the format designated by JICA in Microsoft Word format.** CVs submitted in other formats will not be considered.
2. Cover letter with a statement (within 400 words) justifying in favor of his/her candidacy to JICA Bangladesh Office
3. Copy of the educational certificate: The original certificate shall be shown at the time of the interview.

Deadline:

1. Must arrive by **18, November 2024 (16:00 PM)**
2. Send to JICA Bangladesh Office by email.
Email : bd_oso_rep@jica.go.jp

Only short-listed candidates will be notified for future writing exam by **25, November 2024**.
JICA will notify only those who passed the 1st selection by CV.

Please note JICA does not charge any fee at any stage of recruitment.

END

Attachment: CV format designated by JICA