

## **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 one of the largest partner countries to JICA among over 140 countries in the world. To fulfill emerging demand, JICA Bangladesh office wishes to employ one full-time Bangladeshi assistant responsible for general administration and support to training programs as Human Development Sector Assistant, working in a team under guidance of relevant Japanese and Bangladeshi staff.

## **Major Responsibility**

1. To support documentation, reporting, and record-keeping related to training activities.
2. To liaise with relevant stakeholders such as government counterparts, training institutions, and service providers.
3. To handle general office administrative duties including document management, internal coordination, and other clerical support.
4. To assist in procurement and payment-related documentation for training and office activities.
5. Any other tasks assigned by the office.

## **Requirement of Candidate**

1. Academic background: B.S. or above
2. Working experience: Minimum 3 years, preferably 5 years in the relevant fields or similar organizations. Experience in training coordination, project support, or development sector is an advantage.
3. Language skill: Excellent in English (both written and spoken).
4. Computer skill: Operation of internet use, e-mailing (Outlook), Microsoft word, Microsoft excel and Microsoft power point, any other computer related skill.
5. Personal skills: Demonstrated strong interpersonal skills supported by self-confidence and patience, with the ability to work collaboratively in a team environment. The candidate should show initiative and flexibility in responding to changing tasks and priorities, possess a strong aspiration to improve professionally, and demonstrate clear motivation to acquire new skills while proactively supporting other staff members.

## **Salary Level:**

Annual Salary range (including standard allowances and Provident Fund before TAX deduction, subject to eligibility and conditions) varies between approximately 1,600,000 BDT to 1,800,000 BDT (subject to certain conditions applied).

## **Application Documents**

Application documents must be prepared in PDF format using the JICA-designated format, typed (not handwritten), combined into a single file, and the file title should be the applicant's full name. The application package should include the following documents:

1. Cover letter with a statement justifying his/her candidacy to the JICA Bangladesh Office
2. CV with a face photograph
3. Copy of the educational certificate (the original certificate must be presented at the time of the interview)

## **Deadline**

1. Must arrive by **4, July 2026 (11:59 PM)**
2. Send to JICA Bangladesh Office by email.  
Email : [bd\\_oso\\_rep@jica.go.jp](mailto:bd_oso_rep@jica.go.jp)

Only short-listed candidates will be invited for written exam by **9, July 2026**. 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