

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 has become one of JICA’s largest partner countries among the more than 140 countries in the world. To fulfill emerging demand, The JICA Bangladesh Office wishes to recruit one full-time Bangladeshi officer responsible for general administration as Administrative Officer, working in a team under guidance of relevant Japanese and Bangladeshi staff.

Major Responsibility

Under the guidance and supervision of the designated supervisor, the Administrative Officer will handle day-to-day administrative and operational matters within the assigned areas, while consulting with and reporting to management on matters requiring policy decisions, authorization, or further direction.

1. To manage general office administration, including document and record management, correspondence, internal coordination, procurement, contracts, inventory, payments, and other administrative procedures.
2. To coordinate office safety and security arrangements, including information management and dissemination, record-keeping, emergency preparedness, and communication with relevant internal and external parties.
3. To administer the office IT environment and provide basic user support, including the management of computers, peripheral devices, networks, business applications, IT equipment, and user accounts, as well as initial troubleshooting and coordination with external IT service providers.
4. To coordinate the administrative and operational aspects of the Volunteer Program, including documentation, logistical arrangements, communication, and liaison with volunteers, government counterparts, partner organizations, and other relevant stakeholders.
5. To identify and report operational issues and risks in a timely manner and propose practical measures for addressing them.
6. To perform any other duties assigned by the supervisor or the office.

Requirement of Candidate

1. Education: Bachelor's degree or higher.
2. Professional Experience: At least five years of relevant professional experience. Experience with an international cooperation agency, donor organization, international organization, or development-related organization is preferred.
3. English Proficiency: Business-level written and spoken English.
4. Required IT Skills: Proficiency in Microsoft Word, Excel, PowerPoint, and other standard office software. Basic practical skills in office IT administration, including user support, troubleshooting, Management of IT equipment and use accounts, and coordination with IT service providers.

Preferred IT Skills: Experience in local IT administration, including coordination with corporate IT teams, implementation of IT security policies and controls, software and system update management, and support for cybersecurity and compliance requirements.

5. Personal Competencies: Strong communication, interpersonal, and teamwork skills, with flexibility, initiative, responsibility, patience, and a willingness to learn.
6. Age: Preferably 39 years of age or younger.

Salary Level:

Estimated annual remuneration, including eligible allowances, estimated overtime payment, bonuses, and Provident Fund contribution, is approximately 2,600,000 BDT to 3,200,000 BDT , subject to applicable eligibility requirements and actual working conditions.

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 name 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 **31st August 2026 (11:59 AM Bangladesh Standard Time)**
2. Send to JICA Bangladesh Office by email.
Email : bd_oso_rep@jica.go.jp
Required email subject: Application for Administrative Officer 2026 - [Applicant's Full Name]

To ensure automatic processing of your application, please use the exact email subject shown above. Replace only [Applicant's Full Name] with your full name as stated in the application form. Do not change any other part of the subject line.

Only short-listed candidates will be invited to take the written exam on **16th September 2026**. JICA will notify only those candidates who pass the first-stage document screening on **13th September 2026**.

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

END

Attachment: CV format designated by JICA