

## **Recruitment Information for JICA India Office**

JICA India Office plans to recruit new staff member as below.

Please scroll down to see for more details and to learn how to apply for the post.

■ Recruiting post:

Development Specialist (Operation, “Professional A” category)

The recruitment for the post is for JICA India Office and not for JICA head office in Japan.

■ Working place:

JICA India Office

Address: 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi

<https://www.jica.go.jp/india/english/office/index.html>

■ Expected starting date of work:

Beginning of October 2023 in principle, but negotiable

■ Application Documents to be submitted

- 1) Full Curriculum Vitae with Photo in the designated CV Form
- 2) Reason for Application in the designated form (maximum 2 pages in Word format)
- 3) Copy of academic and other relevant certification (if any)

■ Deadline for submission of the application

**June 30, 2023**

■ Online application

- 1) Applicants shall input necessary basic information from the below link;  
<https://forms.office.com/r/PU96quTfik>
- 2) Set of application documents shall be sent to the following email id;  
[id\\_recruitment@jica.go.jp](mailto:id_recruitment@jica.go.jp)

■ Selection Procedure

1st stage: Application document screening

2nd stage: Written exam (For candidates who passed the 1st stage)

3rd stage: First Interview (For candidates who passed the 2nd stage)

4th stage: Second Interview (For candidates who passed the 3rd stage)

5th stage: Final interview (For candidates who passed the 4th stage)

(Note: the above processes may vary)

JICA India Office

**Terms of Reference of “Development Specialist (DS)”  
 (“Professional A” category)**

**1. Background**

- 1.1 Established as an Incorporated Administrative Agency under the Act of the Incorporated Administrative Agency - Japan International Cooperation Agency (Act No. 136, 2002), JICA aims to contribute to the promotion of international cooperation as well as the sound development of Japanese and global economy by supporting the socioeconomic development, recovery or economic stability of developing regions.
- 1.2 JICA has been partnering with Govt. of India and various state governments for poverty alleviation, investment promotion as well as for infrastructure development for over 60 years. JICA's assistance is not limited to initiatives such as Delhi-Mumbai Industrial Corridor (DMIC) but also other initiatives of development of the North Eastern Region (NER) of India, strengthening academia-industry networks, and Japan-India collaborative projects in Africa under the "Free and Open Indo Pacific" concept. All these initiatives contribute to the development of India and also foster stronger relations between India and Japan.
- 1.3 JICA India team is organized by the operations team and administration team. The operations team is organized by sectorial teams formed of Japanese Representatives, Development Specialists, and Project Officers, which function under the guidance of the Chief Representative and Senior Representatives (Note: Chief Representative and Senior Representatives represent the management of JICA India). The administration team is organized by task teams (general affairs, accounting, procurement and security) formed of Japanese Representatives, Administration Specialists, and Administration Officers, which also function under the guidance of the Chief Representative and Senior Representatives. The total staff capacity of the JICA India office is around seventy.
- 1.4 Under the current management, sectorial teams are expected to organically function so as to maximize development and cooperation impacts of the projects that are under its responsibility and also contribute to enhanced teamwork, making the overall performance of team JICA even better. In this regard, while all works are undertaken in the team spirit that any team consists of equally based respected responsible individuals, Japanese Representatives are principally expected to manage the interface with the Japanese institutions, including Headquarters Departments where documentation is done in the official language of JICA, Japanese, as well as relations with the Embassy of Japan in India, Development Specialists are principally expected to manage interface with the Indian executing agencies where trust and confidence building depend on profound understandings of local cultural and linguistic backgrounds, and Project Officers are principally responsible in ensuring compliant project implementation, including timely disbursements and project reporting, under the set rules, and contributing to smooth team functioning by undertaking secretary and support work for the office/management and the assigned team.
- 1.5 JICA India Office shifts the assignment of its staff internally from one team to another, including shifts between the operation team and administration team from time to time.
- 1.6 JICA India wishes to engage with new Development Specialist. In this connection, JICA India has decided to invite applications for prospective candidates who are willing to commit themselves to JICA's work and join JICA India.
- 1.7 An overview of the JICA India, our activities, features of sector-wise cooperation and projects list can be found from following URL;  
<https://www.jica.go.jp/india/english/office/others/brochures.html>

## **2. Job Description of Development Specialists**

Based on the above, following office rules and regulations, keeping the highest ethical and moral standards as a professional working in a Japanese public institution, utilizing one's best knowledge of the rules and applications of different Official Development Assistance (ODA) schemes that are undertaken by JICA as well as those of the assigned sector(s), and in mindful collaboration with other colleagues of JICA, Development Specialists shall proactively:

- ✓ Function as the nodal officer for the interface of JICA's various development projects, as assigned, against the Indian counterparts, including state governments and Central line ministries; whereas JICA India's portfolio range from high profile economic infrastructure projects to rural human security projects;
- ✓ Undertake good project management of assigned projects, ensuring timely decision and processing of requests from the Indian counterparts by preparing explanatory notes and mission reports etc., keeping records as required for the accountability of a public institution in accordance with the set rules and regulations, and managing the progress of responsible projects, with the view to achieving the project targets and goals;
- ✓ Lead/contribute/participate in periodical/ad hoc missions dispatched across India to counterpart institutions and to the field, setting necessary agendas, creating spaces for effective dialogue with the right people, and ensuring achievement of mission objectives, which could also be assisting those missions dispatched from related departments of JICA HQ;
- ✓ Lead/contribute/participate in formulation and management of JICA's sectorial portfolio, follow up on fresh commitments/engagements, including assisting JICA HQ's activities (keeping in mind the rules and regulations set by DEA), achievement of annual progress/disbursement/results targets, and knowledge management (including updating and sharing sector information, including follow up on key facts of counterpart organization and personnel, new policies, and rules and regulations, developing sector studies and reports), regarding the assigned sector(s)/project(s);
- ✓ Lead/contribute/participate/organize internal and external meetings and seminars for the purpose of overcoming bottlenecks and challenges, and/or effective knowledge sharing/management;
- ✓ Maintain close, good, and reliable communication with related contacts, with the view to enhance trust and confidence between JICA and its related counterpart institutions, contractors/consultants etc. participating in ODA projects supported by JICA;
- ✓ Lead/contribute to team management and foster team spirit within the sectorial team and towards the overall office and overall JICA, contributing to the nurture of a friendly and collaborative environment; and,
- ✓ Gather information, and maintain and keep updated good and reliable knowledge about (i) the assigned sector(s)/project(s); (ii) rules and regulations regarding JICA's ODA schemes, including the agreements and any other supporting documents such as minutes of discussions and record of discussions etc., related guidelines including standard bidding documents and procurement procedures, terms and conditions of the related scheme, so that the DS can represent JICA in any occasion without undermining JICA's reputation and credibility; and, (iii) JICA's organization including office rules and regulations, which may be updated from time to time.

### **3. Requirements**

3.1 Candidates interested in applying for DS at JICA India are required to have the followings:

- ✓ Strong command and fluency of English and Hindi in reading, writing and speaking. Strong command of English shall include the capacity to prepare logical and structurally persuasive documents in official and formal communications and records.
- ✓ Minimum academic background of university graduation in development- related area (economics, law, engineering, social studies etc.); preferably with graduate/post-graduate qualification and/or comparative professional experience.
- ✓ Minimum five years of professional working experience in a similar field.
- ✓ Medium command skills of MS Word, MS Excel, MS PowerPoint, and MS Windows.
- ✓ Project management knowledge and skills or comparable working experience.
- ✓ Warm heart and respect of colleagues and counterparts, and strong willingness to take initiatives to contribute to teamwork; preferably with leadership skills.
- ✓ Availability to travel so as to participate in missions across India for two (2) to three (3) days and which may extend up to one (1) week on a regular basis, as well as abroad, which may extend up to two (2) weeks in extreme cases and which are not that regular.

3.2 Candidates that have any of the following shall declare such a fact upon application, whereas JICA reserves its rights to take into account such facts during the selection process. Any false declaration by a candidate will be considered as fraud, and may lead to post contract annulment.

- ✓ Criminal records;
- ✓ Any involvement in past/current court cases;
- ✓ Prohibition to travel; and/or,
- ✓ Any other facts that may affect the undertaking of job as described above.

### **4. Contract Period**

If a candidate is selected to join JICA India as DS, there will be a minimum three (3) months probationary period, and employment contracts will be subject to annual revision until the 3rd year. After three years from the initial date of hiring, including the probation period, if both parties agree, the contract may be renewed to indefinite-term employment.

### **5. Working Place**

JICA India Office

Address: 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi

(Note: Development Specialists are not staff of JICA HQ.)

<https://www.jica.go.jp/india/english/office/index.html>

## 6. Working Hours and holidays

Basic working hour requirements are from Monday to Friday from 9:00 AM to 5:00 PM, whereas flexible working hours are also applicable, that attendance/office opening hours may be between 8:00 AM and 10:00 AM, and leaving/office closing hours may be between 4:00PM and 6:00 PM. Office holidays will be as per the JICA India's calendar.

## 7. Monthly Salary:

The monthly salary will be INR 150,000 or more + conveyance allowance (The salary will be decided by taking into consideration of academic background and work experience.)

## 8. Submission of Application Documents

8.1 Interested candidates shall submit the following documents to JICA India Office:

- 1) **Full Curriculum Vitae (use the designated Form)** with Photo, including Academic and Professional/Working experience, civil status, and any other information as deemed important by the applicant;
- 2) **Reason for Application (use the designated Form)** (essay not consisting of more than two pages in easy-to-read font size and format)
- 3) **Copy of relevant certification** (e.g. academic certificate mentioned in 3.1 above)

8.2 Mode of submission

✓ The application will be accepted **only through the online** (It is not necessary to send the hard copy to our office). **Applicants shall submit applications through both 1) and 2)** below;

- 1) **Basic information:** necessary information shall be input from the following URL;  
<https://forms.office.com/r/PU96quTfik>
- 2) **Email submission:** Set of application documents mentioned in the 8.1 above shall be sent to;  
[id\\_recruitment@jica.go.jp](mailto:id_recruitment@jica.go.jp)

**(Note: All three documents mentioned in the 8.1 are mandatory.)**

\* File size of the documents will be limited up to 5MB.

\* PDF and MS-Office files can be acceptable.

\* **Compressed files (.zip, .lzh, etc.) cannot be received** due to our security policy (please note that no error notification will be sent to the sender if such a email sent).

8.3 Deadline for submission: **June 30, 2023**

## 9. Selection Procedure

- ✓ 1<sup>st</sup> stage: Application document screening
- ✓ 2<sup>nd</sup> stage: Writing exam (For candidates who passed the 1<sup>st</sup> stage)
- ✓ 3<sup>rd</sup> stage: First Interview (For candidates who passed the 2<sup>nd</sup> stage)
- ✓ 4<sup>th</sup> stage: Second Interview (For candidates who passed the 3<sup>rd</sup> stage)
- ✓ 5<sup>th</sup> stage: Final interview (For candidates who passed the 4<sup>th</sup> stage) (Note: number of interviews may vary)

**10 Note to applicants**

JICA India will not accept nor respond to inquiries regarding the present selection process before receipt of all applications. Necessary correspondence will be made only with shortlisted candidates decided by JICA India who passed the first stage of the screening, as stated in section 9 above.

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