

Recruitment Information for JICA India Office

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

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

■ Recruiting post:

Project Officer (the designation may start from Assistant Project Officer, depending on the experience and qualification of the candidate). 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 the relevant academic and other certification (if any).

■ Deadline for submission of the application:

3rd July 2023 (submission shall be only through online/soft copy basis)

■ Online application:

- 1) Applicants shall input necessary basic information from the below link;

<https://forms.office.com/r/yVWi4qXj57>

- 2) Set of application documents shall also be sent to the following email id;

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 and onwards: Interview(s) (for candidates who passed the 2nd stage).

(Note: the above processes may vary)

JICA India Office

Terms of Reference for a “Project Officer” at JICA India
(“Professional B” 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 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". 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 the 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 (i.e., general affairs, accounting, and procurement) 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 and administration team from time to time.

- 1.6 JICA India wishes to engage with 1 (one) new Project Officer. 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 the Project Officer

- 2.1 Based on the above background, following office rules and regulations, keeping the highest ethical and moral standards as a professional working in a Japanese public institution, the following works are expected to be carried out as a Project Officer;
- ✓ Ensuring Loan-Agreement-compliant project implementation, including timely and accurate disbursements processing, reliable procurement document handling, and tracking project reporting from Executing Agencies, based on a good understanding of JICA's internal regulations and the contents of the Loan Agreement as well as other project-related documents of each project. This would include maintaining good business relationships with counterpart organizations of the Indian government as well as JICA headquarters' colleagues, and keeping responsible track and record of official documentation. Project Officers, once qualified with certain knowledge levels, may also be required to give lectures to related organizations in terms of compliant project implementation and disbursement procedures.
 - ✓ Undertake proactive project support activities, including counterpart services such as procedural follow-up for participants to training courses/invitation programs that JICA organizes from time to time, and/or seminar organization, including general planning of the event according to the set concept by the team.
 - ✓ Undertake proactive support activities for other schemes such as, but not limited to, technical cooperation, grant aid, training in Japan, and volunteer program, including counterpart services such as procedural follow-up for participants to training courses/invitation programs that JICA organizes from time to time, and/or seminar organization, including general planning of the event according to the set concept by the team.
 - ✓ Undertake secretary and support work for the office/management and the assigned team. This would include coordination of meetings, and business trips (which Project Officers may be required to join from time to time), maintaining and managing business contacts, as well as mission coordination.
 - ✓ General assistant works such as drafting letters, sending letters, making copies and scans, preparing documents for internal circulation and approval and communicating with Headquarters Department over these documents, filing documents, receiving phone calls.
 - ✓ Other general assistant works which JICA India Office deems necessary and assigned by the Chief Representative.

3 Requirements

3.1 Candidates interested in applying for Project Officer 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, preferably in development- related area (economics, law, engineering, social studies etc.).
- ✓ Minimum five years of professional working experience in a similar field.
- ✓ Medium command skills of MS Word, MS Excel, MS PowerPoint, and MS Windows.
- ✓ Warm heart, respect of colleagues and counterparts, and a strong willingness to take the initiative to contribute to teamwork.
- ✓ Availability to travel so as to participate in missions across India for two (2) to three (3) days which may extend and which are not that regular.
- ✓ Being able to implement and complete tasks by oneself from the beginning till the end with a planned time schedule.
- ✓ Being able to challenge new tasks in a proactive manner together with well understanding of the rules and manuals determined by JICA Head Office.
- ✓ Command of the Japanese language will be considered a plus.

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 the tasks described above.

4 Probation Period

If a candidate is selected to join JICA India as Project Officer, there will be a three-month probation period, which may be extended from time to time (maximum three years).

5 Working Place

JICA India Office

Address: 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi
(Note: Project Officer 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 (8 hours), 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 4:00 PM and 6:00 PM (The staff shall work a minimum of 8 hours from the starting time in the morning). Office holidays will be as per JICA India's calendar.

7 Monthly Salary

The monthly salary will be INR 57,813 or more + conveyance allowance as per actuals, which will be decided as per JICA India's internal policy.

(The salary will be decided by taking into consideration the 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, 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 the 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/yVWi4qXj57>
 - 2) **Email submission:** Set of application documents shall be sent to; id_recruitment@jica.go.jp
 - * 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 (no notification will be sent to the sender).

8.3 Deadline for submission: **3rd July, 2023**

9 Selection Procedure

1st stage: Application document screening

2nd stage: Writing exam (for candidates who passed the 1st stage)

3rd stage and onwards: Interview(s) (for candidates who passed the 2nd stage: number of the interviews may vary)

10 Note to applicants

JICA India will not accept nor respond to inquiries regarding the 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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