

Call for Consultant (JICA Development Studies Program)

JICA Indonesia Office is an active development partner of the Government of Indonesia, located in Jakarta. The Office is now seeking qualified and experienced candidates for a position as follows.

Consultant:

Consultant shall work as part of a team to implement ODA (Official Development Assistance) projects and information gathering/analysis on the following scope:

1. Job Description:

A. JICA's study abroad project JICA- DSP

- (1) Having regular communication with target institutions;
- (2) Collecting and organizing information on promising human resources from the targeting government institutions;
- (3) Identifying the appropriate department and target persons and encouraging them to apply for programs of JICA-DSP;
- (4) Providing information related to applications, accepting application documents, and responding to inquiries;
- (5) Supporting the selection of candidates for SDGs Global Leader Program;
- (6) Supporting the process of dispatch of JICA trainees;
- (7) Updating and maintaining the data of JICA trainees and ex-JICA trainees;
- (8) Effectively communicating with JICA trainees, and promote networking and active communication among JICA trainees and JICA;
- (9) Supporting planning and implementation of follow-up activities for JICA trainees;
- (10) Conducting PR activities to promote the program and the activities of JICA trainees and ex-JICA trainees;
- (11) Supporting the establishment and operation of the alumni association for JICA trainees;
- (12) Supporting to monitor and manage a budget for alumni activities;
- (13) Contribute to collection and analysis of the information related to the scholarship programs that apply to Indonesian;
- (14) Managing the time schedule for the submission of documents, taking into account deadline and the delay of documents submission;
- (15) Create the operation guidelines for JICA-DSP program.
- (16) Performing such other duties as may be assigned.

B. Administrative support for general affairs

- (1) Arranging meetings with relevant institutions, including scheduling and minutes taking;
- (2) Drafting and issuing letter to relevant institutions;
- (3) Arranging information accessible by sorting and filing documents.

2. Required Competencies

(1) Behavioural:

- Work effectively with all stakeholders;
- Promote continuous learning in the multi-cultural environment;
- Take the initiative and drives high levels of performance management;
- Plan work, anticipate risks, and set goals within area of responsibility.

(2) Education:

- Bachelor's degree (S1) or Master's Degree (S2) in any field from an accredited academic institution. Degree from Japanese universities is an advantage.

(3) Experiences and Qualifications:

- At least three (3) years of professional experience, preferably in international development cooperation or government services in a related field;
- Experience in liaising with Government officials;
- Keen interest and good knowledge of development issues are advantages;
- Excellent interpersonal/communication skill;
- Strong analytical skills and problem-solving;
- Ability to comfortably speak in public
- Good level of computer literacy in MS Word / Excel / PowerPoint;
- Ages 35 and below;
- Indonesian nationals who are residents of DKI Jakarta, Bogor, Depok, Bekasi, or Tangerang.

(4) Languages:

- Fluency in English (in both speaking and writing) is required.
- Working knowledge of the Japanese language is an advantage

3. Expected Starting Date:

- 1 April 2025

4. To apply:

All applicants must submit their Curriculum Vitae with photo, copies of related certificates including work-related references to the following Person in Charge by 27 February 2025. Please kindly put "Application for Consultant (JICA Development Studies Program)" as your e-mail subject and send the relevant documents to the following e-mail address:

Kuwata.Tetsuya3@jica.go.jp

Winarko.IN@jica.go.jp

Application Deadline:

Monday, 27 February 2025 before noon (12:00 am)

Notes:

- Working as a Consultant for 12 months.
- Evaluation of applicants shall not be limited to the abovementioned qualifications. JICA may consider other relevant work criteria in recruitment of said position.
- Email application is not acceptable.
- JICA will not take any inquiries on this advertisement.
- Only short-listed candidates will be contacted.

The Japan International Cooperation Agency (JICA) is a Japanese agency responsible for implementing the technical cooperation, yen loan, and grant aid programs of Japan's Official Development Assistance (ODA). For more information, refer to JICA's homepage: <http://www.jica.go.jp/english> and <http://www.jica.go.jp/indonesia/english/index.html>. ■