



# JICA Indonesia Office

Japan International Cooperation Agency

## Term of Reference Program Officer (PO)

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

### **Job Description:**

- Process, Implement, and Administer Technical Assistance, Loans, and Grant Projects of economic and social development in Indonesia, in close collaboration with the related Japanese officers.
- Engage in portfolio management and regular communication with the relevant executing agencies and coordinating institutions of the Government of Indonesia (GOI).
- Promote network and regular communication with stakeholders such as government counterparts (BAPPENAS, Ministry of State Secretariat, Ministry of Finance, Ministry of Health, Ministry of Manpower, BRIN and major technical line ministries as executing agencies) of the Government of Indonesia (GOI), other offices of JICA, JICA Experts, local consultants, Japanese consultants, development partners related.
- Update and analyze the impact of the changes of related local regulations/rules/news to the existing portfolio of JICA.
- Other duties as assigned.

### **Fields in charge:**

The following is a list of fields that the PO is initially expected to be in charge of. The final assignment will be decided based on the candidate's suitability and other factors. It is important to note that the fields of responsibility may change in the future, depending on trends in JICA's operation and other factors. In other words, the PO's work may not be limited to the areas listed below.

1. Governance (Legal system, police and public safety)
2. Regional Development
3. Social Security

### **Required Qualifications:**

- Educational background: Bachelor's degree (S1) or higher education from a recognized university.
- Working experience: At least (2) two years of experience preferably on international development cooperation or government services. Experience in work related to Japan's ODA (Official Development Assistance) is preferable.
- Adaptable and willing to learn in the multi-cultural environment. Strong interest and good knowledge of development issues are advantageous. Willing to travel regionally.

- Good interpersonal/communication skill and strong analytical skills and problem solving.
- Good managerial skill
- Computer literacy in Microsoft Office and Outlook
- English fluency (both in speaking and writing). Proficiency of Japanese language is an advantage.
- Indonesian nationals residing in the Jakarta, Bogor, Depok, Tangerang, and Bekasi (Jabodetabek) area is eligible to apply.

**Remuneration and Benefits:**

Successful candidate will be offered a basic salary up to IDR.13,000,000, and other benefits including transportation allowance, BPJS, Private Health Insurance Program.

*\*basic salary to commensurate with candidate's qualification and experience*

**Expected Starting Date:**

Early August 2025

**To apply:**

All applicants must submit their Curriculum Vitae with photo, copies of related certificates including work-related references, in a sealed envelope with the subject of “**Application of PO**”, by either Email to : [Winarko.In@jica.go.jp](mailto:Winarko.In@jica.go.jp) , Or postal mail to the following:

General Affairs Section  
JICA Indonesia Office  
Sentral Senayan II, 14th Floor Jl. Asia Afrika No.8, Jakarta 10270.

**Application Deadline:**

***Thursday, 19 June 13th, 2025 before 12:00 hours (noon)***

**Notes:**

- PO works as a Contract-Based National Staff of JICA Indonesia Office for the period of one (1) year. Permanent employment will be possible (subject to good performance evaluation) upon completion of initial contract.
- Evaluation of applicants shall not be limited to the abovementioned qualifications. JICA may consider other relevant work criteria in recruitment of said positions
- JICA will not take any inquiries on this advertisement.
- Only short-listed applicants will be contacted.

The Japan International Cooperation Agency (JICA) is a Japanese agency responsible for implementing the technical cooperation, grant aid and yen loan 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>.