

Call for Program Technical Officer

The JICA Experts Team of the Japan's Cooperation for Establishment and Functionalization of ACPHEED (J-CEFA) positioned in Thailand is currently looking for a qualified and experienced candidate with the expertise in the field for the Program Technical Officer (Indonesia base) position as follows.

Job Description

The Program Technical Officer is expected to facilitate the smooth implementation of program activities, under the supervision of Japanese Experts of J-CEFA. It includes both technical and administrative tasks and requires good communication skills with counterpart organization and other stakeholders of the ACPHEED.

Responsibility 1 – Act as a focal point of the Program (J-CEFA)

- To establish and facilitate the good relationship with the counterpart, other partners, and other program members.
- To coordinate and arrange with the counterpart and other partners for business trip and the activities of Japanese Experts and others designated persons.
- To attend the partner's meetings according to the Experts' instruction.
- To attend the regular program meeting to reports the progress.
- Other duties as assigned.

Responsibility 2 – Provide the technical support for program implementation

- To support the development of technically sound Plan of Operation (PO) in Indonesia.
- To facilitate the smooth implementation of the PO and planned activities.
- To contribute for monitoring and evaluation activities of the Program, including collecting the necessary data.
- To support the activities of Japanese Experts and others designated persons in Indonesia by utilizing his/her skills and knowledge in public health, including interpretation and facilitation of the smooth communication.
- To monitor the information related to health security and ACPHEED in Indonesia, as well as partner movements and activities, and report to experts as needed.
- Other duties as assigned.

Responsibility 3 – Manage the daily operations of the office

- To arrange the Program activities such as trainings, supervisory visits, workshops, including scheduling, budgeting, accounting, arrangement of business trip and reporting, in good communication with counterparts, Japanese experts, and others designated persons.
- To support the procurement of necessary equipment/consumables for the activities.
- To support the development of the monthly budget plans for program activities and the record keeping of Program accounting
- To record the program activities and support the documentation.
- To compile and submit monthly activity reports.
- Other duties as assigned.

Location of the work

ACPHEED Office in Ministry of Health, Indonesia

Required Qualifications

- **Possessing a minimum of five (5) years** of experiences preferably in the health sector, international development cooperation or government services. Experience in Public Health in the public sector is highly desirable.
- **Holding at least Bachelor's Degree in fields related to Public Health**
- **Having a Health/ Medical qualification** is preferred
- **Computer skills/ Expertise** using Word, Excel, and PowerPoint is necessary
- **Fluency in English**, both written and verbal, is a must
- Good interpersonal/communication skill and strong analytical skills and problem solving
- Good managerial skill with the capability to work independently

Expected Starting Date

18 August 2025

How To Apply

Deadline: The application deadline is **Monday, 14 July 2025**.

All applicants must submit their Curriculum Vitae (in English) with photo, and one-page of cover letter describing your capacity for coordination (in English), English Proficiency, and health-related work experiences with the ministries in Indonesia, JICA, and/or other public/private organizations with the titles "CV_Applicant Name" and "Letter_Applicant Name" to: mori.mizuki@jica.go.jp, agnes-zikya@jica.go.jp and giovanna-pramudita@jica.go.jp

Email subject: "Application for Program Technical Officer (J-CEFA)"

Notes

- Project Technical Officer is expected to work on contract-base for the period of one (1) year.
- Evaluation of applicants shall not be limited to the abovementioned qualifications. Other relevant work criteria in recruitment of the said position may be considered.
- Any inquiries on this advertisement will not be taken.
- Only short-listed applicants will be contacted.

The Japan International Cooperation Agency (JICA) is a Japanese agency responsible for implementing Loan, Technical Cooperation, and Grant Aid of Japan's Official Development Assistance (ODA).

For more information, please refer to JICA's homepage:

<http://www.jica.go.jp/english> and <http://www.jica.go.jp/indonesia/english/index.html>