

### **Vacancy of One (1) Temporary Assistant for Nutrition Mission**

Japan International Cooperation Agency (JICA) Indonesia Office is now conducting a mission from Japan to Indonesia with the purpose to provide necessary support to government stakeholders in the field of nutrition and education, particularly the nutritious meal program. The mission is seeking qualified and experienced candidate for the following position as follows.

#### **Job Description:**

1. Assist in translating from English to Bahasa Indonesia and vice versa for meetings and relevant documents;
2. Assist in coordinating research and analysis activities organized by the mission, including liaising with government authorities;
3. Collect and compile necessary information for the mission's activities;
4. Prepare official correspondence, report minutes, and other reports in English and/or Indonesian languages as and when requested;
5. Provide administrative and logistical support for the mission, such as travel arrangements, meeting bookings, and etc;
6. Provide other assistance in necessitating the smooth running of the mission's activities.

#### **Qualifications:**

1. Must have a bachelor's degree at least, most preferably in health-related field, such as Nutrition or Public Health
2. Minimum of 3 years of relevant experience with international organizations or agencies in the health sector would be an advantage.
3. Must be proficient in Microsoft Office (Word/Excel and PowerPoint)
4. Excellent spoken and written English and Bahasa Indonesia
5. A good communicator at all levels
6. Willing to travel around Indonesia for business trip
7. Ability to work as a team and develop good working relations with stakeholders
8. High standard of work ethics and discipline

#### **Notes:**

- Duration of contract: 1-month period from 25 August 2025
- Duty station: JICA Indonesia Office, Sentral Senayan II, Jl. Asia Afrika no. 8, Jakarta, with business trips upon request by the Mission
- Working Conditions: 08:30 – 16:30, Monday to Friday, with flexibility based on job requirements.
- This position involves accompanying one Policy Advisor on multiple domestic business trips

#### **How to Apply:**

Please send your **CV (in English)** and **one-page cover letter** describing your capacity for coordination (in English), English literacy, and work experiences with the ministries in Indonesia, JICA, and/or other organizations with the titles "CV\_Applicant name" and "Letter\_Applicant name" to:

Ms. Widya Amasara, Email: [Widya-Amasara@jica.go.jp](mailto:Widya-Amasara@jica.go.jp)



Subject: "Application of Temporary Assistant for Nutrition Mission"

Deadline: The application deadline is **Tuesday, 19 August 2025 16:00 WIB**

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>. ■