

Job Vacancy for
Project Assistant with Japanese skills

01.09.2025

JICA Technical Cooperation Project “**The Project of Enhancement of Caregiver Competency**” is looking for a Project assistant (1 person) with experienced secretarial background and fluent Japanese skills.

1. Duration of Contract

1st October 2025 – 31st March 2026 (Probation period 3 months)

*Annual renewal considered at the 1st of April each year if both parties agree.

*Project ends on the 15th April 2028.

2. Working days and hours

- Monday to Friday, 8:30/9:00 – 16:30/17:00 hours (1 hour lunch break)

3. Duty Station

Directorate General of Health Workforce, Ministry of Health

Jl. Hang Jebat III No.4, RT.8/RW.8, Gunung, Kec. Kby. Baru, Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12120

4. Key responsibilities

- Undertake secretarial work for the project including accounting report preparation, travel reservation, procurements of goods, keeping inventory, preparing for the seminars and other work requested by the Project Coordinator and other Japanese experts.
- Assist Japanese experts for daily work interpretation and translation.
- Check Japanese documents related to the project activities.
- Liaising with project counterparts for collecting information, organizing visits and meetings.
- Any other tasks which Japanese experts determine necessary.

5. Qualifications

Must have;

- Native in Bahasa Indonesia
- Minimum JLPT 2 or equivalent
- IT skills – MS Word, Excel, PPT
- Minimum 2 years working experience in JICA project / Japanese companies / other international organization for administrative tasks.

Advantage

- Working experience in Japan or Japanese organisations / companies, being familiar with Japanese work ethics.

6. Compensation range

Range: 8 – 10million IDR per month

*Benefits and other conditions will be discussed during the interview.

* The successful candidate will be contracted through the outsourcing company designated by JICA.

7. Application Procedures

All applicants must submit the following documents to jicaprojectkaigo@outlook.com via email by **19th September 2025.**

1. JICA Application Form (Please fill out in Japanese). The application form can be downloaded from the following link: https://bit.ly/JobVacancy_PA_JapaneseSkills
2. (Optional) Copies of related certificates, including work-related references.

***Please clearly state your Japanese language proficiency and administrative experience.**

Interview will be conducted between 24th and 26th September, 2025.

***Only short-listed candidates will be contacted for the interview.**

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).

JICA's homepage:

<http://www.jica.go.jp/english>

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