

Call for In-house Consultant for NGO Desk and Proposal Based Programs (PBP)

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:

Under the supervision of the assigned JICA Home Staff, the In-house consultant shall work as a part of the team to support the implementation of the Proposal Based Programs (PBP); namely, JPP (JICA Partnership Program) and SDG Business Surveys in addition to the work related to the NGO Desk on the following scope:

1. Job Description:

For the NGO Desk:

- Conduct of consultation for local NGOs / NPOs, especially in implementing development cooperation activities with various stakeholders; including meeting facilitation and arrangement with Japanese/international NGOs, private sector (where needed), information dissemination on programs provided for grassroots level by Japanese entities, such as Embassy of Japan
- Support the enhancement of collaboration with JICA funded projects stakeholders; including attendance in consultations for Japanese private entities (when needed), provide information about local NGOs to Japanese private entities when requested

For the Proposal Based Programs (PBP):

- Explain the PBP to relevant ministries and organizations. This may involve preparation of relevant documents in consultation with the staff in charge.
- Facilitate the negotiation and signing of the Minutes of Meeting (M/M)
- Support the reporting of the BAST process with relevant ministries and facilitate any hand over investigations conducted by the ministries. This may require supporting the submission of annual progress report.
- Support the monitoring and reporting of the PBP portfolio
- Support the conduct of training organized by trustees of JICA by facilitating the VISA application and any other related works when required
- Attend and accompany the related staff to a mission for monitoring and evaluation of the PBP's implementation. Especially, closely support the implementation of the JPPs for the pre-discussion before the adoption and implementation after the adoption
- Build a good relationship with the counterpart organizations to smooth the implementation of the newly adopted PBPs in a long run
- Attend and accompany meetings, seminars, onsite surveys and other related occasions held by related agencies and organizations.
- Support office administrations related to the PBP. This may include arranging an on-site meeting, online meeting with related institutions and interpreters, preparation of the missions.
- Other duties as assigned

2. Required Qualifications

Educational background: Bachelor's degree (S1) or higher education from a recognized university, preferably in policy, public administrations, community development or any other related fields

- Working experience: At least (3) three years of experience preferably on international development cooperation, public policy and/or public administrations
- Good understanding of JICA and the PBP will be an advantage
- Good interpersonal/communication skills and problem solving. Adaptable and willing to learn in the multi-cultural environment
- Candidate with a mindset to work independently while respecting teamwork is highly welcomed
- Excellent verbal and written communications skills in English. Proficiency of Japanese language is an advantage
- Proficient computer skills with sound knowledge of common word-processing, spreadsheets and graphics software (such as Microsoft Excel, Word, Power Point, Publisher)
- Limited to Indonesian Nationals

3. Expected Starting Date:

- 1 April 2026

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 23 February 2026.

Please kindly put “JICA NGO Desk Consultant” as your e-mail subject and send the relevant documents to the following e-mail address:

Saka.Yosuke3@jica.go.jp

Niwa.Kenji3@jica.go.jp

Application Deadline:

Monday, 23 February 2026 before noon (12:00 am, Jakarta time)

Notes:

- Working as an in-house 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.
- 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>. ■