



**Job Vacancy for
Project Assistant with Japanese skills (Kaigo)**

12.02.2026

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

1. Duration of Contract

1st April 2026 – 31st March 2027 (Probation period 3 months)

***Expected to start from 1st April 2026 but negotiable.**

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

To assist the Japanese experts, by using Japanese language, in terms of both logistical issues and Kaigo module related activities. The following duties are to be undertaken:

- Assist Japanese experts for daily work interpretation and translation.
- Assist Japanese Experts for Kaigo activities.
- Liaise with project counterparts for collecting information, organizing visits and meetings.
- 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.
- Any other tasks which Japanese experts determine necessary.
*Includes domestic travel within Indonesia, such as to West Nusa Tenggara Province (Lombok) and Lampung Province (Tanjung Karang).

5. Qualifications

Must have;

- Minimum JLPT 2 or equivalent
- IT skills – MS Word, Excel, PPT
- Handling multitasks efficiently
- Paying attentions in details

Advantage;

- Nursing certificate in Indonesia and clinical experiences as a nurse
- Working experiences in Japan or Japanese affiliated companies in Indonesia

6. Compensation range

Range: 10 – 11million 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:

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 early March, 2026.

***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>