



**Job Vacancy for
Part-time Project Assistant for Japanese Language Education (3 months)**

31.03.2026

JICA Technical Cooperation Project “**The Project of Enhancement of Caregiver Competency**” is looking for a part time Project assistant (1 person) for 3 months.

1. Duration of Contract

27th April 2026 – 31st July 2026

*Starting time is negotiable

2. Working days and hours

- 3 days a week, 8:30/9:00 – 16:30/17:00 hours (1 hour lunch break)

*This includes one to two online meetings per week (with additional communication via text as required)

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 in terms of Japanese language module related activities. The following duties are to be undertaken:

- Work three days a week.
- Preparing and coordinating workshops, etc.
- Translating materials and providing conference interpreting (as required)
- Monitoring developments and updating information regarding Polytech’s Japanese language curriculum and related programmes
- Updating Polytech’s Japanese language education syllabus materials
- Regular online meetings with Japanese language instructors
- Compiling a list of Japanese language instructors and candidates
- Building relationships and coordinating communication with JF and Polytech staff
- Creating a database of EPA returnee alumni and providing network support

5. Qualifications and Experience

- JLPT 2 or equivalent
- Ability to teach Japanese language up to JLPT 3 level (i.e. beginner and Elementary)
- Experience of EPA Nurse or Kaigo worker
- IT skills – MS Word, Excel, PPT
- Excellent knowledge on Japanese language learning application

6. Compensation range

Range: 7million IDR per month

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.

***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>