



Job Vacancy for Project Assistant

Job title:

Assistant to JICA Social Security and Labour Policy Advisor

1. Duration of Contract

10th August 2026 – 31st March 2027 (subject to extension based on performance)

***Expected to start from 10th August 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

Ministry of Manpower (Kementerian Ketenagakerjaan)
Jl. Jendral Gatot Subroto, Kav. 51, Jakarta

4. Key responsibilities

The following duties are to be undertaken:

- 1) Communication, including coordination within the Ministry of Manpower and between other ministries or institutions, and including interpretation at the meetings between Bahasa Indonesia and English.
- 2) Collecting information related to social security and labour issues and their translation between Bahasa Indonesia and English.
- 3) Procurement process.
- 4) Accounting related activities (*contoh: bertanggung jawab untuk berbagai jenis pembayaran, pembuatan jurnal keuangan dan pembukuan*).
- 5) Any other tasks which Japanese experts determine necessary.

5. Qualifications

- 1) Preferably Bachelor Degree (S1), with 2 years working experiences on international/bilateral development cooperation or government services.
- 2) Good interpersonal skills, adaptable and willing to learn in the multi-cultural environment. Strong interest and good knowledge of development issues could be advantages.
- 3) Excellent verbal and written communication skills in Bahasa Indonesia and

English.

- 4) Preferably verbal and written communication skills in Japanese.
- 5) Proficient computer skills with sound knowledge of common word-processing, spreadsheets used in JICA (such as Excel, Word, etc.)

6. Compensation:

8.0 juta IDR/month (negotiable)

*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

Kawamoto.Hanako2@jica.go.jp via email by **2nd July 2026 at 17:00 WIB:**

- Curriculum Vitae (CV) in English (please use the CV template provided here:

Guest ID: JICAVacancy

Password: nwph4R75

<https://jica.gigapod.jp/app/pb/pages/login?guestkey=9f570eb56dfd95ae0778a135ff956e4aff253162>

- Cover Letter in English (maximum 1 page) describing your motivation for applying and how your qualifications and experience match the position.
- Copy of Diploma / Academic Certificate
- Copy of Academic Transcript
- Recent Photograph
- English Language Certificate (TOEFL, IELTS, etc.), if available
- (Optional) Copies of related certificates, including work-related references.

Interview will be conducted early July 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>