

Call for In-house Consultant for NGO Desk and JICA Partnership Programs (JPP)

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 JICA Partnership Programs (JPP) 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.
- Database management of local, international and Japanese NGOs / NPOs on existing NGO Desk database system, including adding, updating, and disseminating the information to JICA officers when needed.
- Implement public relations (PR) activities in cooperation with the PR to widely disseminate the activities of the NGO Desk both inside and outside of JICA.
- Coordinate activities such as survey and event to be planned by the assigned JICA Home staff including planning, procurement, implementation, payment, follow-up.
- Support the information gathering and networking with NGOs and Grassroots organizations.
- Gather latest regulatory information on international NGOs and domestic NGOs as well as grassroots and civil activities in Indonesia and share with the relevant staff and stakeholders.
- Maintaining regular reports on NGO Desk's daily activities as well as keeping records of all enquiries received.
- Support the administration of mission preparation and meetings with counterparts in relation to the proposal-based projects.

For the JICA Partnership Programs (JPP):

- Explain the JPP 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 handover process (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 JPP portfolio.

- Support the conduct of training organized by entrustees of JICA by facilitating the VISA application and any other related works when required.
- Attend and accompany relevant staff on mission for monitoring and evaluation of the JPP implementation. Especially, provide close support for the JPP during pre-adoption discussions and throughout the implementation process after adoption. In addition, support tasks such as documentation and transportation arrangements before and after missions.
- Support the development of good relationships with the counterpart organizations to ensure the smooth implementation of the newly adopted JPPs in a long run.
- Attend and accompany meetings, seminars, onsite surveys and other related occasions organized by related agencies and organizations.
- Support office administrations related to the JPP. This may include arranging an on-site meeting, online meeting with related institutions and interpreters, preparation of the missions.
- Implement public relations (PR) activities for JPP, including production of printed or digital PR materials, composition of feature articles for publication purpose (e.g. for JICA Indonesia's website) in collaboration with the PR. This may include providing support for Grassroots Programs of Embassy of Japan if needed.

Others:

- 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 years of experience preferably on international development cooperation, public policy and/or public administrations. Substantial experience in administrative and coordination support functions (e.g., calendar management, travel coordination, documentation and report preparation) is highly valued
- Good understanding of JICA and the JPP or experience related to NGOs 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)
- Experience in communications and outreach, including video editing and social media content creation, as well as proficiency in relevant software tools, is highly desirable
- Limited to Indonesian Nationals

3. Monthly fee:

- IDR 9,250,000

4. Expected Starting Date:

- 1 October 2026

5. To apply:

All applicants must submit their Curriculum Vitae (in English) with photo, copies of related certificates including, where available, language proficiency certificates, work-related references to the following Person in Charge by 27 July 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, 27 July 2026 before noon (12:00 am, Jakarta time)

Notes:

- Working as an in-house Consultant for 6 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>. ■