



JICA Indonesia Office

Japan International Cooperation Agency

Term of Reference Program Officer (PO)

PO shall work as part of a team to implement ODA (Official Development Assistance) projects and information gathering/analysis on the following scope:

Job Description:

- Process, Implement, and Administer Technical Assistance, Loans, and Grant Projects of economic and social development in Indonesia, in close collaboration with the related Japanese officers.
- Engage in portfolio management and regular communication with the relevant executing agencies and coordinating institutions of the Government of Indonesia (GOI).
- Promote network and regular communication with stakeholders such as government counterparts (BAPPENAS, Ministry of Public Works, Ministry of Housing and Settlement, Ministry of Finance, and other line ministries as executing/concerned agencies) of the Government of Indonesia (GOI), other offices of JICA, JICA Experts, local consultants, Japanese consultants, development partners related.
- Update and analyze the impact of the changes of related local regulations/rules/news to the existing portfolio of JICA.
- Other duties as assigned.

Fields in charge:

The following is a list of fields that the PO is initially expected to be mainly in charge of the following sectors. The final assignment will be decided based on the candidate's suitability and other factors. It is important to note that the fields of responsibility may change in the future, depending on trends in JICA's operation and other factors. In other words, the PO's work may not be limited to the areas listed below.

1. Road and Bridge
2. Urban Planning
3. Housing and Settlement

Required Qualifications:

- Educational background: Bachelor's degree (S1) or higher education from a recognized university. Having a background of civil engineering or urban planning is preferable.
- Working experience: At least (3) three years of experience preferably on international development cooperation or government services. Experience in work related to Japan's ODA (Official Development Assistance) is preferable.

- Adaptable and willing to learn in the multi-cultural environment. Strong interest and good knowledge of development issues are advantageous. Willing to travel regionally.
- Good interpersonal/communication skill and strong analytical skills and problem solving.
- Good managerial skill
- Computer literacy in Microsoft Office and Outlook
- English fluency (both in speaking and writing). Proficiency of Japanese language is an advantage.
- Only Indonesian nationals is eligible to apply.

Remuneration and Benefits:

Successful candidate will be offered a basic salary (*) starting from IDR.11,300,000 and other benefits including transportation allowance, & Private Health Insurance Program.

** basic salary will be commensurate with the successful candidate's qualifications and experience, in accordance with the applicable rules and regulations of JICA Indonesia Office*

Expected Starting Date:

Beginning of October 2026

To apply:

All applicants must submit their completed Application Form, which can be downloaded at:

GIGAPOD

- Guest ID: [JICAVacancy](#)
- Password: nV5fVti2

along with cover letter, copies of related certificates including work-related references, with the subject of “**Application of PO Section3**”, by email to : Winarko.In@jica.go.jp

Application Deadline:

Friday, August 14th, 2026 by 17:00 hours

Notes:

- PO works as a Contract-Based National Staff of JICA Indonesia Office for the period of one (1) year. Permanent employment will be possible (subject to good performance evaluation) upon completion of initial contract
- 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 applicants will be notified

The Japan International Cooperation Agency (JICA) is a Japanese agency responsible for implementing the technical cooperation, grant aid and yen loan 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>.