



## POSITION AVAILABLE

The Japan International Cooperation Agency (JICA), an incorporated administrative agency of the Japanese government, aims to contribute to the promotion of international cooperation as well as the sound development of Japanese and global economy by supporting the socioeconomic development, recovery or economic stability of developing countries. To this end, the JICA Malaysia Office, located in Kuala Lumpur, has been operating in Malaysia to implement a wide range of Official Development Assistance (ODA) projects and programs by the Japanese government since 1974. The office is now seeking qualified candidates for a position as follows;

### 1. Position title

Administrative Manager (One year contract)

### 2. Working conditions

#### (1) Working days and hours

Monday to Friday: 8:30am to 4:30pm

#### (2) Working Place

JICA Malaysia Office, Kuala Lumpur

#### (3) Salary and benefits

- Monthly salary: To be determined as per the rules and regulations of JICA
- Overtime Pay: Claimable
- Benefits: Daily transport cost reimbursement, business trip allowance, annual leaves, medical leaves, medical and dental cost reimbursement, health screening, social security (Employees Provident Fund (EPF), Social Security (SOCSSO) and Employment Insurance System (EIS))

### 3. Job responsibilities

#### (1) Support in Dispatch of JICA personnels such as;

- To proceed the visa/pass application for JICA staff, experts and volunteers (hereinafter referred to as "the Staffs") and their family members,
- To support the Staffs to open a personal banking account, and
- To support the Staffs and their family members for living in Malaysia (such as finding a house and applying for a driving license and allowances).

#### (2) Safety Management such as;

- To update documents and lists related to safety management of the Staffs in Malaysia,

- To extend assistance to the Staffs in emergency, such as acute illness, accidents, incidents, and so on,
- To check and share the safety information by using various news sources,
- To organize travel information of the Staffs and their family members, and
- To provide necessary support for emergency response.

(1) Official Document Management

- To support the management of official documents for proper classification, registration, preservation, and disposal in JICA Malaysia Office.

(2) Other General Affairs duties

- To perform such other general administrative duties as may be assigned from time to time by the management.

1. Qualifications and requirements

- (1) Academic qualification: Applicant must possess at least Bachelor's Degree.
- (2) Working experience: Minimum three years working experience is preferred. Fresh graduates are also encouraged to apply.
- (3) Required languages: Bahasa Malaysia, English and Japanese.
- (4) Age: Less than 40 years old is preferred.
- (5) Nationality: Malaysian citizen in principle

2. Duration of assignment

The successful candidate shall commence his/her service on 1st February 2025 for a period of one (1) year. A probationary period of six (6) months shall be in place. Renewal of the service contract may be offered depending on performance evaluation of the service for the first year.

3. How to apply:

An applicant must submit: Curriculum Vitae with a photo taken within three (3) months with an expected monthly salary, a certified copy of degree certificate(s), and a photocopy of the National Registration Identity Card (NRIC), in a sealed envelope with the subject of "Job Application" on the address, by either courier or hand delivery, to the JICA Malaysia Office, Suite 29.03, Level 29, Menara Citibank, 165, Jalan Ampang, 50450 Kuala Lumpur, Malaysia. Alternatively, the application documents detailed above may be submitted via e-mail addressed to [ms\\_oso\\_rep@jica.go.jp](mailto:ms_oso_rep@jica.go.jp).

4. Deadline:

Not later than **29th November 2024 (before 12 noon)**.

All application documents submitted after the deadline shall be rejected.

8. Notes:

- Only short-listed candidates will be contacted for subsequent interviews.
- Application documents will not be returned.
- Personal information will only be used for the purpose of selection.
- For more information about JICA, please refer to our websites:

[Japan International Cooperation Agency \(jica.go.jp\)](http://jica.go.jp)

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