



JICA PHILIPPINES
JAPAN INTERNATIONAL COOPERATION AGENCY

The Japan International Cooperation Agency (JICA), an active development partner of the Philippine Government, is now seeking the services of dynamic and competent staff with a high degree of initiative to fill the position of:

FIELD COORDINATOR FOR ADMINISTRATION
(Submission Deadline: 5pm, 13 March 2026)

The Field Coordinator for Administration (FCA) shall be responsible in supporting a full range of assignment (such as technical, administrative, logistics, as well as, coordinating with government offices or related agencies in the implementation of programs) under the supervision of JICA Philippines Office. The FCA will be working at JICA Cotabato Project Office (CPO) in Cotabato City.

Qualifications*:

- Graduate of a Bachelor's degree, preferably in Public Management / Administration/ Political Science, or other related courses;
- With at least 7 years of work experience; experience in the areas of: (i) Office Management including Administrative and Accounting; (ii) Bangsamoro Peace Process and work experience with international development partners will be a strong advantage;
- Experience in working with Japanese Government Organizations such as the Embassy of Japan, Japan International Cooperation Agency will be highly evaluated;
- Strong interest in and good knowledge of development issues is preferred;
- Good coordination and interpersonal skills, adaptable and willing to learn and work in a multi-cultural environment;
- Able to set and maintain high performance standard
- Excellent oral and written communications skills in English; fluency in Filipino and local language is required; and,
- Proficient computer/IT skills with sound knowledge of common word-processing, spreadsheets and graphics software used in JICA (such as Excel, Word, Power Point &/or File Maker, Outlook, etc.)
- Willing and able to travel for work in Mindanao and in Manila

**Evaluation of applicants shall not be limited to the abovementioned qualifications. JICA may consider other relevant work criteria or qualifications in the recruitment of said position.*

The Japan International Cooperation Agency (JICA) is an agency of the Government of Japan responsible for implementing the technical cooperation, grant aid, and yen loan programs of Japan's Official Development Assistance (ODA).

REQUIREMENTS: (I) All applicants **must** indicate "Application for FC for Administration JFY 2026" in the subject line of their e-mail; (ii) send to JICA Procurement Section (jicapp_proc@jica.go.jp) **on or before 5pm 13 March 2026**, the following documents: **Curriculum Vitae** with **photo (2x2" head and shoulders)**, a **cover letter**, and a **400-word essay on an A4 size bond paper with the title: "How I can contribute to JICA's work in BARMM"**. The essay should be written using Times New Roman, size 12 font, single space

Only short-listed applicants will be notified.

FIELD COORDINATOR FOR ADMINISTRATION

The initial engagement/contract of this position is from the beginning of 01 April 2026 until the end of March 2027 (end of Japanese Fiscal Year). However, subject to a satisfactory annual performance evaluation, the contract of the Field Coordinator for Administration may be renewed for the duration of 01 April 2027 until the end of March 2028.

Terms of Reference (TOR):

1. Coordination

- (a) Assist the MNCHN Project, and JICA Philippines Office regarding logistical arrangements for JICA mission members visiting Mindanao.
- (b) Arrange meetings with related Bangsamoro Ministries, Offices Agencies and other related stakeholders in Mindanao
- (c) Support the coordination work between the MNCHN Project, JICA Philippines Office and other JICA project teams based in Cotabato City Teams.
- (d) Perform relevant coordinative work as required by the MNCHN Project and JICA Philippines Office.

2. Administration and Finance

- (a) Assist in the preparation of the following documents as instructed by the MNCHN Project and JICA Philippines Office:
 - (i) Procurement contracts
 - (ii) Market survey and price quotations for goods and services
 - (iii) Inspection Reports of delivered goods and services
- (b) Assist in the preparation of monthly payables of the JICA Cotabato Project Office (JICA CPO).
- (c) Provide support for the preparation of liquidation reports.
- (d) Provide support to business trip activities and perform administrative duties as required.
- (e) Manage the registration of equipment and other physical assets of the MNCHN Project and JICA CPO (e.g., PCs and printers, etc.).
- (f) Assist in the conduct of a mapping of JICA physical assets in BARMM and nearby areas.

3. Other Tasks

Undertake other tasks related to the operations of the MNCHN Project and JICA Philippines Office which are not stipulated in this TOR.