



**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:

**SENIOR FIELD COORDINATOR**  
**(Submission Deadline: 5pm, 13 March 2026)**

The Senior Field Coordinator (SFC) shall be responsible in performing a full range of assignment (such as technical, administrative, logistics, as well as, coordinating with government offices or related agencies in the implementation of activities) under the supervision of JICA Philippines Office. The SFC 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, Economics or other related courses;
- With at least 10 years of work experience; experience in the areas of: (i) Project Management in ARMM/BARMM; (ii) Office Management including Administrative and Accounting; (iii) 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 standards;
- 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, PowerPoint &/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 Senior FC JFY 2026" in the subject line of their e-mail; (ii) send to JICA Procurement Section ([jicapp\\_proc@jica.go.jp](mailto: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.

## SENIOR FIELD COORDINATOR

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 Senior Field Coordinator may be renewed for the duration of 01 April 2027 until the end of March 2028.

### Terms of Reference (TOR):

#### 1. Coordination

- (a) Coordinate with District/Provincial Health Offices, facilities-in-charge, community leaders, and partner NGOs/UN agencies, as required by the MNCHN Project.
- (b) Coordinate with the related Bangsamoro Ministries, Offices and Agencies (BMOAs) as well as the Social Development Sectoral Working Group and other sectoral working groups of the Bangsamoro International Development assistance (BIDAC)
- (c) Collect relevant information from Development Partners and Peace Stakeholders in BARMM e.g., NGOs, academe, etc. for the use of the MNCHN Project and other JICA projects in BARMM.
- (d) Perform relevant coordinative work as required by the MNCHN Project and JICA Philippines Office.

#### 2. Procurement Management

- (a) Conduct market surveys, gather price quotations, in relation to the procurement of goods and services of the MNCHN Project.
- (b) On behalf of the MNCHN Project:
  - (i) Do preliminary negotiations with suppliers regarding prices and procurement conditions.
  - (ii) Implement the inspection work for procured goods and services
- (c) Draft procurement documents as required by the MNCHN Project and JICA Philippines Office.

#### 3. Security Management

- (a) Coordinate with the JICA security consultant regarding the MNCHN Project staff's request for travel advisory.
- (b) Coordinate with the JICA security consultant, and other security related institutions regarding the security situation in Mindanao and report to the MNCHN Project Team and JICA Philippines Office

#### 4. Administrative Management

- (a) Manage and coordinate all administration-related issues of the JICA Cotabato Project Office with the JICA Philippines Office and the MNCHN Project.
- (b) Undertake occasional business trips to provide administrative support, as instructed by JICA Philippines Office.

#### 5. Financial Management

- (a) Prepare the list of monthly payables for submission to the JICA Philippines Office.
- (b) Under the authorization and supervision of the JICA Philippines office, act as Assistant Cashier and settle all CPO-related payments.
- (c) Prepare liquidation reports for submission to JICA Philippines Office.

6. Other Tasks

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