



ANNOUNCEMENT

Position: Administrative Assistant

The Japan International Cooperation Agency (JICA) – Bureau of Customs (BOC), Department of Finance, Technical Cooperation Project for Enhancement of Customs Modernization is currently looking for an Administrative Assistant who is able and willing to work under the JICA Expert.

The applicant must have the following qualifications:

- College graduate with a bachelor's degree
- Preferably with at least 2 years of work experience. Experience in a support role related to administrative functions is an advantage
- Good coordination, interpersonal, and positive communication skills
- Fluent in both Filipino and English language
- Proficient in MS Office applications (Word, Excel, PowerPoint, etc.)

The Administrative Assistant will assist the JICA Expert with following administrative duties:

- Arranges appointments and schedule
- Sends and receives emails or short messages
- Answers and screens calls
- Photocopies and scans documents
- Makes logistical arrangements and provides administrative support for receiving related missions and conducting expert's activities
- Communicates and coordinates with BOC and other related organizations
- Files paper- and electronic-based reports/documents
- Prepares travel arrangements
- Coordinates with seminar venues and hotels on booking arrangements
- Procures office supplies and other items
- Process payment of bills and other accounting related documents
- Assists in preparing liquidation reports
- Conducts research on Customs related topics, news, or articles via open sources and compiles a summary report
- Prepares minutes of the meeting when assigned by the JICA Expert
- Possibly engages in both domestic and overseas trips to accompany the JICA Expert
- Undertakes remote work in accordance with the JICA Expert's approval
- Other necessary tasks that may be assigned from time to time

The compensation for the position is as follows:

Php17,336.50/month (inclusive of SSS, PAGBIG, PhilHealth) plus transportation allowance, depending on the transportation cost from residence of the staff to the office, vice versa.

Duty Station: BOC JICA Expert's Office, 2nd Floor CRIC Building Gate 3, South Harbor, Port Area Manila, 1099 or its nearby office.

All applicants must indicate the subject position and submit Curriculum Vitae with photo (2x2), including cover letter and one (1) recommendation letter from former employer to Mr. Katsu Shigeaki thru this email address: kash1932@yahoo.co.jp on or before **April 25, 2025**. Only shortlisted candidates will be notified for an interview by the end of April.

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). For more information, refer to <https://www.jica.go.jp/philippine/english/index.html>. And www.facebook.com/jicaphilippines (currently not accessible)