



JICA PHILIPPINES
JAPAN INTERNATIONAL COOPERATION AGENCY

The Japan International Cooperation Agency (JICA), an active and reliable 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:

CLERK (Position Code: Clerk)

Clerk shall be responsible in performing a full range of assignment (such as administrative, logistical support, as well as, coordinating with government offices or related agencies in the implementation of programs) under the supervision of JICA Philippines. Clerk will be working with Japanese and Filipino staff in JICA Philippines to liaise with JICA HQ, development partners, and Philippine Government counterparts.

Said position will be assigned to any section at the discretion of the Management.

Qualifications*:

- Graduate of a Bachelor's degree, preferably in Office Administration, Accounting, Economics, Public Administration, other related or social science courses
- 2-3 years of relevant work experience in Office Administration as well as experience in foreign development aid or government institution would be an advantage. Fresh graduates are also welcome to apply
- Strong interest and good knowledge of office administration would be a requirement
- Good interpersonal skills, adaptable, and willing to learn in the multi-cultural environment
- Excellent oral and written communications skills in English
- Good computer skills with sound knowledge of common word-processing, spreadsheets and graphics software used in JICA (such as Excel, Word, Powerpoint, Outlook, etc.)

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

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). For more information, refer to JICA's homepage: <http://www.jica.go.jp/english> and <http://www.jica.go.jp/philippine/english/index.html>.

The recruitment will be handled by the Takezawa Technology Transfer & Industrial Consultancy, Inc (TTT-ICI). All applicants **must** indicate the position code in the subject line and submit their Curriculum Vitae with **photo**, including **two work-related references**, on or before 26 August 2025 to TTT-ICI at Unit-K 3rd Floor, Westgate Tower, Investment Drive, Madrigal Business Park, Ayala Alabang, Muntinlupa City or e-mail to tttici@pltdsl.net.

Only short-listed applicants will be notified.

Clerk

Background / General description

The JICA Philippines Office is seeking to recruit a Clerk. The selected person is expected to work in any section performing a full range of assignment and work in close collaboration with the government, development partners, and colleagues in other sectors and those located both in the Philippines and in Japan.

The Clerk will be based in JICA's Philippines Office. The probationary period is six (6) months with possibility of regularization given satisfactory performance. An indicative compensation level of Php 24,000 to Php 26,000 monthly plus benefits (13th month pay, payment of social welfare contributions, transportation allowance, paid annual leave of 30 days (15 days sick leave and 15 days vacation leave) after regularization while 14 days during the probationary period (7 days sick leave and 7 days vacation leave), and health/accident insurance after the probationary period). Overtime time work may be requested. Reporting onsite from 09:00-17:00 (lunch break: 12:30-13:30), Mondays-Fridays (except on designated holidays of the office), with flexitime option after the probationary period. Depending on the nature of work, work from home option of up to 2 times a week may be allowed.

Job Purpose:

To perform a full range of assignment (e.g. administrative and logistic support, etc.) including standard activities as may be directed by the supervisor.

Expected Outcome:

Project Administration Function

- Supports OICs in making a follow up with Executing Agencies (EAs) on the submission of project progress reports, contract related documents, etc.
- Maintains related document records and files on related tasks.
- Maintains computer-based information system for project administration matters.
- Assists in the administration of related tasks and drafting of correspondence.

- Assists the OICs in processing disbursements for related projects.
- Supports OICs in checking liquidation reports, payment processing, etc.

Office Administrative Function

- Assists in ensuring that logistical requirements such as room/office space, office equipment, furniture, security and inventory of property, office supplies, etc. are met.
- Facilitates arrangements for missions from HQ including meeting arrangements, transportation arrangements, etc.
- Maintains liaison with government agencies to facilitate and follow up on requests for missions from HQ.

Others

- Performs other duties as may be assigned by supervisors and the Chief Representative of JICA Philippines and reflected in the incumbent's work plan.

Educational Requirements:

- Bachelor's degree in Office Administration, Accounting, Economics, Public Administration, other related or social sciences courses

Relevant Experience and Other Requirements:

Work experience

- 2-3 years of relevant work experience in office administration as well as experience in foreign development aid or government institution would be an advantage. Fresh graduates are also welcome to apply.

Technical knowledge

- Good computer skills with sound knowledge of common word-processing, spreadsheets, and graphics software used in JICA (such as Excel, Word, Powerpoint, Outlook, etc.)
- Proven ability to collect and organize required data and information

- Ability to manage priorities and workload within general schedule of work, instructions and standardized practices

People and leadership skills

- Able to work with individuals from different cultural/national backgrounds; good interpersonal and communication skills
- Able to maintain composure under pressure
- Able to liaise and work effectively with staff within own work location and throughout JICA
- Able to work collaboratively with teams as a constructive team member

Core Competencies:

Application of Technical Knowledge and Skills

- Deals with routine queries and correspondence in accordance with procedures
- Proactively seeks relevant development opportunities and submits for approval
- Produces summaries and frameworks by collecting and analyzing diverse information

Client Orientation

- Adjusts style and approach to respect and serve different clients
- Conveys messages by asking questions and using different approaches
- Identifies when a client issue requires escalation
- Responds to clients without prompts or reminders from senior colleagues

Achieving Results and Problem Solving

- Proposes solutions to minimize delays and setbacks in completing work
- Reviews all task objectives and achieves core deliverables

- Uses time management and organizational skills to promptly complete work to the required standard
- Delivers beyond the stated task objectives

Working Together

- Consistently works effectively with individuals of different views, culture, nationality, gender, and age
- Consistently seeks assistance when requirements are unclear
- Provides timely updates on relevant information
- Freely shares and seeks useful knowledge to complete work

Communication and Knowledge Sharing

- Uses effective written and oral communication in preparing documents, presentations and interactions
- Asks questions to understand how to follow up on feedback
- Locates relevant information to expedite workflow

Innovation and Change

- Adopts new policies, systems and processes in a timely fashion
- Shares ideas for how work can be completed more effectively

Immediate Reporting Relationships / Other Information:

- Supervisor: Designated Home Staff and Senior National Staff