

## **Job Description**

1. Project Management
  - (1) To assist the implementation of JICA's projects of Ghana's infrastructure sector in collaboration with JICA staff, experts, and stakeholders.
  - (2) To monitor and evaluate JICA's infrastructure projects.
  - (3) To review and edit document drafts submitted by JICA staff, experts, missions and stakeholders.
2. Information Collection
  - (1) To collect the current situation of Ghana's development policy, project and any other development-related matters, the information on the activities of other development partners, in infrastructure sector and share the information and report with JICA staff
  - (2) To attend and report brief summary about sector working group meeting in infrastructure sector and related meetings, and participate in business trip where necessary.
3. Public Relations
  - (1) To promote public relations on JICA itself and its activities to the Ghanaian public and media
  - (2) To prepare related documents such as remarks and press releases
  - (3) To make appointment and arrangement with related organizations
  - (4) To support updating of the information published at the JICA Ghana Office and Homepage
4. Administrative Work
  - (1) To prepare internal administrative documents such as requests for approval, accounting and procurement documents, official message among JICA's departments, reports, and any other things.
  - (2) To make appointment with Ghanaian government officials, development partners and any other project-related staff.
  - (3) To make any logistical arrangements such as transportations, accommodations, appointments, venue arrangement for events and to give necessary information and documents to JICA staff, experts, missions and consultants.
5. Others
  - (1) To understand the internal regulations of JICA such as those for procurement and accounting and work accordance with them
  - (2) To monitor the activities of ex-participants of training program related sections in Japan and in third countries, and to provide consultation for them where necessary.
  - (3) To undertake other tasks, which is not limited to infrastructure sector, as instructed by the Representatives and project formulation advisors of JICA Ghana Office.

End.