

Job Description

1. To formulate projects in agriculture and its related sectors through discussion with office members and government officials concerned;
2. To implement, or assist the implementation of, JICA's projects with office members, JICA headquarters' staff, experts and government officials concerned;
3. To assist activities of missions and experts through making various arrangements and other logistical works such as conducting procurement, creating official messages, minutes, letters, and so forth;
4. To maintain frequent communication with office members, Japanese experts, and counterparts of Ghanaian government officials concerned;
5. To carry out and assist the evaluation of JICA's projects and other activities in accordance with JICA's procedure by collaborating with office members and government officials concerned;
6. To collect, analyze, and report the information and policies of agriculture and its related sectors to office members through attending meetings concerned and making summaries, minutes, reports, arranging the vehicles, making appointments, making copies, arranging the meeting rooms, arranging the venue for events and so forth;
7. To engage in drafting the agriculture part of JICA Country Analysis Paper (JCAP) by making inputs from data and information collected;
8. To follow up the activities of the ex-Knowledge Co-Creation (KCCP) participants and suggest the plan for dispatching new candidates considering the synergy with the existing projects.
9. To make and check necessary accounting documents;
10. To promote the public relation on JICA itself and its activities to the Ghanaian public and media and
11. To perform other tasks, which is not limited to agriculture, as instructed by JICA Representatives and Project Formulation Officers in JICA Ghana office.

End.