

## **Recruit Information for JICA India Office**

JICA India Office plans to recruit one (1) new staff.  
The summary of the posts are as below.  
Please scroll down to see the details and application procedures.

■ Recruiting post:

Administration Specialist (AS)

■ Working place:

JICA India Office

■ Starting date of work:

Beginning of January, 2022

■ Application Documents to be submitted:

- 1) Full Curriculum Vitae with Photo (use the CV Form attached)
- 2) Reason for Application

■ Deadline of submission of the application:

5:00PM, 20<sup>th</sup> October, 2021

■ Address of submission of the application:

Mr. Mitsunori Saito  
Chief Representative of JICA India  
(Attention: Ms. Maria Kato)  
16th Floor, Hindustan Times House, 18-20,  
Kasturba Gandhi Marg, New Delhi 110001  
INDIA

■ Selection Procedure:

- 1<sup>st</sup> stage: Application document screening
- 2<sup>nd</sup> stage: Writing and IT Test
- 3<sup>rd</sup> stage: Interview (For candidates who passed the 2<sup>nd</sup> stage)
- 4<sup>th</sup> stage: 2<sup>nd</sup> Interview (For candidates who passed the 3<sup>rd</sup> stage)
- 5<sup>th</sup> stage: Final Interview (For candidates who passed the 4<sup>th</sup> stage)

JICA India Office  
Administration team

## **Terms of Reference for a “Administration Specialist (AS)” at JICA India**

### **1 Back ground:**

- 1.1 Established as an Incorporated Administrative Agency under the Japanese Act of the Incorporated Administrative Agency - Japan International Cooperation Agency (Act No. 136, 2002), JICA aims to contribute to the promotion of international cooperation as well as the sound development of Japanese and global economy by supporting the socioeconomic development, recovery or economic stability of developing regions. India is one of the largest partner country, which JICA extends its operation.
- 1.2 JICA India team is organized by the Operations team and the Administrations team. Operations team is organized by sectorial teams formed of Japanese Representatives, Development Specialists, and Project Officers, which function under the guidance of the Chief Representative and Senior Representatives (Note: Chief Representative and Senior Representatives represent the management of JICA India). Administrations team is organized by task team (general affairs, accounting, procurement and security affairs) formed of Japanese Representatives, Administration Specialists, and Administration Officers which also function under the guidance of the Chief Representative and Senior Representatives.
- 1.3 Under the current management, sectorial teams are expected to organically function so as to maximize development and cooperation impacts of the projects that are under its responsibility, and, also, contribute to an enhanced teamwork making the overall performance of team JICA India even better. In this regard, while all works are undertaken in the team spirit that any team consists of equally based respected responsible individuals. Japanese Representatives are principally expected to manage interface with the Japanese institutions including Headquarters Departments where documentation is done in the official language of JICA, Japanese, as well as relations with the Embassy of Japan in India and concerned Japanese entities, such as Japanese private companies and social enterprises. Administration Specialist is expected to manage JICA India Office’s daily operation without delay and errancy which may affect JICA’s reputation. Interaction with Ministry of External Affairs and other related authorities and companies (such as venders and banks) is also required time to time to maintain JICA’s activity in India.
- 1.4 JICA India Office shifts the assignment of its staff internally from one team to another including shifts between operation team and administration team time to time.
- 1.5 JICA India wishes to engage with one (1) new AS. In this connection, JICA India has decided invite applications for prospective candidates who are willing commit themselves to JICA’s work and join JICA India.

### **2 Job Description of AS:**

- 2.1 Based on the above, following office rules and regulations, keeping highest ethical and moral standards as a professional working in a Japanese public institution, utilizing one’s best knowledge of the rules, laws and regulations related to international/ non-governmental organization, and in mindful collaboration with other colleagues of JICA, AS shall proactively:
  - ✓ Understand JICA India Office’s structure as an inter-governmental organization and maintain smooth daily operation based on applicable JICA’s/ Indian rules and regulations, and communicate with Ministry of External Affairs and related authority if any issue arises or clarification required on such rules and regulations;

- ✓ Handle ad-hoc issues related to administration/accounting by consulting/proposing to Japanese representatives with possible solutions elicited from one's past working experience;
- ✓ Lead Accounting team under supervision of Japanese representative and work on routine tasks to be completed on timely manner. The routine and occasional tasks include such as;
  - Preparing/ Checking Accounting Documents and preparation and management of payments (issuing cheques, cash withdrawal, bank transfer, monthly TDS payment, maintaining daily accounting book etc.,)
  - Closure of financial fiscal year (end of half and annual fiscal year)
- ✓ Maintain relationship with JICA's tax/legal consultants, payroll company and other vendors (if necessary) for handling tax issues, TDS/tax declarations, etc.;
- ✓ Maintain close, good, and reliable communication with JICA staffs in different teams which are in charge of Operation, Procurement, HR, Administration, etc.;
- ✓ Lead/contribute to team management and foster team spirit within the sectorial team and towards the overall office and overall JICA, contributing to the nurture of a friendly and collaborative environment; and,
- ✓ Gather information, and maintain and keep updated good and reliable knowledge about JICA's organization including office rules and regulations, which may be updated from time to time.

### **3 Requirements:**

3.1 Candidates interested in applying for AS at JICA India are required to have the followings:

- ✓ Strong command and fluency of English and Hindi in reading, writing, and speaking. Strong command of English shall include the capacity to prepare logical and structurally persuasive documents in official and formal communications and records;
- ✓ Minimum academic background of university graduation of administration related area (administration, finance, accounting etc.); preferably with graduate/post graduate qualification and/or comparative professional experience;
- ✓ Minimum 10 year professional working experience in a similar field;
- ✓ Medium command skills of MS Word, MS Excel, MS Power Point, and MS Windows;
- ✓ Minimum administrative/accounting knowledge and skills or comparable working experience;
- ✓ Warm heart respectful of colleagues and counterparts, and strong willingness to take initiative to contribute to teamwork; preferably with leadership skills;

3.2 Candidates that have any of the following shall declare such a fact upon application, whereas JICA reserves its rights to take into account such facts during the selection process:

- ✓ Criminal records;
- ✓ Any involvement in past/current court cases;
- ✓ Prohibition to travel; or,
- ✓ Any other facts that may affect the undertaking of job as described above.

(Note: False declaration will be considered as fraud, and may lead to post contract annulment.)

#### **4 Contract Period:**

- 4.1 If a candidate is selected to join JICA India as AS, there will be a three (3) month probationary period, and employment contracts will be subject to annual revision until the 3rd year.
- 4.2 Nevertheless, AS are basically selected on the basis of expectation of being a permanent staff of JICA India. However, JICA India has the right to determine if the selected AS meets the expected performance.

#### **5 Working Place:**

JICA India Office

(Note: AS is not staff of JICA HQ.)

#### **6 Working Hours:**

- 6.1 Basic working hour requirements are from Monday to Friday from 9:00AM to 5:00PM, whereas flexible working hours are also applicable, that attendance may be made between 8:30AM and 10:00AM, and leaving hour may be between 4:30PM and 6:00PM. Office holidays are based on JICA India Calendar.

#### **7 Monthly Salary:**

The monthly salary will be INR 150,000 or more + conveyance allowance

(The salary will be decided by taking into consideration of academic background and work experience.)

#### **8 Submission of Application Documents:**

8.1 Interested candidates shall submit the following documents to JICA India Office:

- 1) **Full Curriculum Vitae (use the attached CV Form)** with Photo (Color; Passport size or similar), and including Academic and Professional/Working experience, civil status, and any other information as deemed important by the applicant;
- 2) **Reason for Application** (essay not consisting more than 2 pages in easy to read font size and format) considering the following:
  - a. If you were to choose one challenge in leading a good team, what would it be, and why? And, what would you do to overcome such a challenge?
  - b. What kind of value would you be able to add to JICA India's operation, utilizing your expertise?
  - c. Why are you a good candidate for the present AS recruitment?

8.2 Deadline of submission:

**5:00PM, 20th October, 2021**

8.3 Address of submission:

Mr. Mitsunori Saito

Chief Representative of JICA India

(Attention: Ms. Maria Kato)  
16<sup>th</sup> Floor, Hindustan Times House, 18-20,  
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**10 Note to applicants:**

JICA India will basically not accept nor respond to inquiries regarding the present selection process before receipt of all applications. Necessary correspondence will be made only with shortlisted candidates decided by JICA India.

[END]