



## JICA Morocco is actively recruiting a Program Officer

Le Bureau de l'Agence Japonaise de Coopération Internationale (JICA) au Maroc lance un appel à candidature pour recruter un (e) Chargé (e) de Programmes.

Les dossiers de candidatures, composés d'une lettre de motivation rédigé en anglais, d'un curriculum vitae et des certificats de maîtrise des langues (l'anglais et le français en cas de langues non maternelles) sont à transmettre, par courriel électronique uniquement, aux adresses suivantes; [Komazaki.Mariko@jica.go.jp](mailto:Komazaki.Mariko@jica.go.jp) et [Yasuda.Masahiro@jica.go.jp](mailto:Yasuda.Masahiro@jica.go.jp) en mentionnant en objet : NOM Prénom – Dossier candidature JICA

Date limite de dépôt des candidatures : 23 novembre 2022.

Les candidatures soumises après cette date ne seront pas prises en considération.

**Position Title:** Program Officer / Chargé (e) de Programmes

\*Rank P4 in the Category of Professional B

**Period of Performance:** 9 months period with probationary period of one month, with the possibility of extensions, estimated to start on January 2023.

Possibility of professional development, based on JICA's needs, according to proven capacities of the candidate.

**Place of Performance:** Office of JICA Morocco, No.74, Rue Oum Errabiaa, Agdal, Rabat (with possibilities of domestic and international travel)

**Working Hours:** from Monday to Friday, 8:30 to 16:30 (including 1-hour pause), 8:30 to 14:30 without pause during Ramadan

**Expected attributes and description of the post:**

- Energetic, punctual, self-motivated and comfortable as a team player

- Has a potential and an interest in the sector of international cooperation
- Responsible for performing a full range of administrative functions in the operation section
- Provides assistance to other professional staff in charge of financial / technical cooperation projects
- Provides assistance to training programs supported by Japanese ODA
- Collects, analyzes, and summarizes current socio-economic and development issues when requested

### **Qualifications Required:**

- Education: BAC+3 or equivalent
- Age range: Basically between 26 to 40 years of age
- Language Proficiency: High competence in French and English. International score for English and French, such as TOEFL, IELTS, TOEIC, DELF/DALF etc. is necessary for non-native languages.
- Work Experience: 5 years of administrative work experience of which related work with other donor organizations or international organizations is advantageous. Experiences in English-language and/or inter-cultural work environment are also advantageous.
- Skills and Abilities: Must have demonstrated
  - Proficiency in the MS Office application suite (Word, Excel, PowerPoint and Teams)
  - Ability to organize work and meet deadlines
  - Ability to work as part of a team and achieve common outcomes

### **Application selection procedures:**

Selected candidates will be invited to take a written and oral recruitment test at the JICA Morocco office.