



Terms of Reference

Assistant to support the activities of the Capacity Building Project for the Revision of the Zoning Regulations of the Municipality of Managua.

July 2022

Japan International Cooperation Agency (JICA)
Nicaragua Office



1. Background:

The City of Managua (whose administrative organization is called "Alcaldía de Managua (ALMA)") formulated the Urban Development Master Plan 2040 (PDUM) with the support of the Japan International Cooperation Agency (JICA). This Master Plan has been formally approved in June 2017.

The Zoning System in the City of Managua has been established in 2004 based on the different ordinances related to urban development enacted in 1982. Therefore, the existing Zoning System does not take into account the current situation of the City of Managua nor does it comply with the Future Land Use Plan established in the PDUM. Based on this situation, it is required that the Zoning System in the City of Managua be revised to adjust to the most recent vision of the city in order to guide appropriate urban development.

At present, ALMA has a limited number of people with sufficient expertise in the revision work. Therefore, JICA has initiated the dispatch of advisors (Zoning System and Operation / GIS and Zoning) who are able to guide and advise the revision works of the Zoning system by ALMA and also strengthen ALMA's capacity to actually operate the revised system.

Therefore, the JICA Nicaragua office is hiring an assistant who can provide the necessary support to the advisors of this project for the implementation of the activities, especially in the coordination and communication between the advisors and the counterpart officials of this project at ALMA.

2. Job title:

Assistant to support the activities of the Capacity Building Project for the Revision of the Zoning Regulations of the Municipality of Managua.

3. Period and type of contract:

August 02, 2022 to March 31, 2023 / Fixed-term labor contract.

Based on performance, after this initial contract period, the labor contract may be renewed by mutual agreement between the parties.

4. Scope of work:

- Interpreter for the Advisors in charge (Spanish and English).
- Translate documents prepared by advisors from English to Spanish, as well as presentation material (PPT), reports (Word) and any other documents as indicated.
- Research through internet browsing and preparation of reports as indicated.
- Coordinate meetings and help to prepare meeting memos in Spanish and English.
- Accompany visits (mostly within Managua).
- Coordinate the logistics of the activities of the advisors, including coordination of travels to Nicaragua and field visits (reservation of lodging, transportation, among others).

- Coordinate with ALMA the follow up on tasks assigned by advisors to the project counterparts.
- Execute and account for funds disbursed for the implementation of assigned activities in accordance with JICA's internal accounting rules (in charge of project accounting*), including making purchases and payments necessary for project activities.
*JICA Office through the Officer-in-Charge will provide an induction on the accountability tasks to be performed.
- Perform other activities derived from his/her position.

5. Profile of the assistant:

- a) Education:
Graduate with bachelor degree.
- b) Experience:
- ✓ At least 2 years of experience as a secretary and/or technical administrative assistant, logistics, etc.
 - ✓ Experience as English-Spanish interpreter.
- c) Languages:
- ✓ Advanced command of English language with ability to communicate verbally and translate documentation.
 - ✓ English language certificate such as TOEIC, TOEFL, etc. (desirable).
- d) Required skills:
- ✓ Microsoft Office (Word, Excel, PowerPoint), Internet browsing, E-mail, etc.
 - ✓ Ability to work with multidisciplinary teams and remotely (when necessary).
 - ✓ Oral and written communication skills.

6. Coordination of activities:

Assistant will work directly with advisors in charge of the Project and shall coordinate his/her activities with them, even during periods when the advisors are out of the country. In addition, the Officer in charge of this project from JICA Nicaragua office may supervise and guide the coordination of the assistant's activities when necessary.

7. Conditions for performing the work:

Possess laptop and cell phone (not provided by the project).

8. Delivery of reports for work supervision:

- Weekly record of activities carried out by the Assistant (digital).
- Monthly report of activities and results of the Assistant (digital).
- Special reports at the request of project advisors or JICA (physical and/or digital).



9. Salary:

650 – 800 USD

Depending on the candidate's experience and skills.

10. Place of work:

The Assistant will have a specific space to carry out his/her activities in an office located in the facilities of the Mayor's Office of Managua (ALMA).

11. Selection Process:

a) Send documents by e-mail
CV (in English) and letter of interest (cover letter)

The CV should include at least the following information:

- Name and contact,
- Relevant work experience (name of institution, period, position and activities performed),
- Academic Background (focus on higher education),
- English language level (to be tested at the interview),
- Level of use of PC and Microsoft Office,
- Other outstanding experiences.

Email: jicanc-conta@jica.go.jp until July 21, 2022 no later than 3:00pm.

12. Interviews:

Date: July 28 and 29, 2022 (tentative).

Only applicants pre-selected for the interview stage will be notified of the results of the process. They will be notified of the time and date of the interview by e-mail and/or telephone.

13. Contact:

- Mrs. Claudia Brockmann and Mr. Edulfo Gutierrez
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