**REGISTRATION FOR CAREER OPPORTUNITIES AT JICA NIGERIA**

**HOW TO APPLY THE POSITION**

* To be an eligible candidate, you must submit the followings.

1. Application Form (as per the attached)
2. Photocopy of Proof of Identity (passport, drivers’ license, national ID, etc.)
3. Curriculum Vitae

* Documents should reach **jicang-info@jica.go.jp** in electronic data by **noon, 1st of July 2019 (Monday)**
* Application Form and CV are the sole document used for the selection. JICA will **NOT** take into consideration of cover letters, reference or other forms of supporting documents.

**HOW TO COMPLETE APPLICATION FORM**

Application form should be filled in electronically; enter text by clicking in the top left hand corner of the appropriate box

* All of the boxes which you must complete are pre-set to **Arial 10 point font**.
* The text boxes in the “career history” section are expandable. Other text boxes are not.
* If you find space provided is insufficient to describe your career history, you can add columns using the same format or attach a supplementary sheet using the ADDITIONAL INFORMATION at the end of this Application Form.

JICA does not hold any liability for any delay in receiving nor processing your application in case of incompleteness or in accuracy of information.

**SELECTION PROCEDURE**

Selection is conducted in accordance with the JICA procurement regulations. Selection process is designed to evaluate in combination of technical and personal competencies to justify if a candidate has the adequate capacity and motivation to work effectively in good partnership with JICA team and external stakeholders.

* 1st Stage: Document Screening to assess your capability of fulfilling the TOR, based on your qualifications and experience (in the middle of July 2019)
* 2nd Stage: Interview to ensure your competency, relevance and aptitude for the designated position (in the middle of July 2019)
* For Candidates shortlisted for interview will be asked to provide proofs of your qualifications including the Academic Transcript, Medical Clearance Form, Security Clearance Form, and details of your personal reference. Applicants who failed to submit the complete documents will be disqualified.

*At each stage, result will be notified to successful candidates only. Because large number of applicants is expected, JICA will not be able to respond to all unsuccessful applicants nor inquiry for progress update.*

(End)

***Application Form***

<Job Title: Programme Assistant in Study Program in Japan>

Where did you find the advert for this job?

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **1. Personal Details** | | | | | | | | | |  |
|  |  |  | |  | | |  |  |  |  |  |
|  | Full name (with family or last name in capitals) | | | | | | | | | |  |
|  |  | | | | | | | | | |  |
|  |  |  | |  | | |  |  |  |  |  |
|  | Title (e.g. Mr, Mrs, Miss Ms, Dr) | | | | | |  |  |  |  |  |
|  |  | | | | | |  |  |  |  |  |
|  |  | | | | | |  |  |  |  |  |
|  | Permanent address including Postcode | | | | | |  | Mailing address, if different | | |  |
|  |  | | | | | |  |  | | |  |
|  |  | |  | |  | |  |  |  |  |  |
|  |  | |  | |  | |  |  |  |  |  |
|  | Telephone Numbers  (mobile & landline) | |  | | | | | | |  |  |
|  |  | |  | |  | |  |  |  |  |  |
|  | E-mail | |  | | | | | | |  |  |
|  |  | |  | | |  |  |  |  |  |  |

|  |
| --- |
| **2. Nationality & Residency – read this note before answering the questions**     1. The eligibility criteria for Staff Appointed In Country (SAIC) posts funded by JICA Nigeria are that a candidate must be a national / citizenship of Nigeria. 2. All short listed applicants will be asked to provide evidence of their citizenship of Nigeria.     Please answer all of the following questions Yes No  I am eligible to apply for this post on nationality grounds  I am free to work in Nigeria    I can provide proof of nationality |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3. Educational and Professional Qualifications Please list all post-school qualifications gained, giving subject; class, level or grade of award; and/or other professional qualifications. | | | | | | | | |
|  |  |  | |  |  | |  |  |
|  | Qualification |  | | Issuing body/institute |  | | Date of award |  |
|  |  | |  | | |  | |  |
|  |  | |  | | |  | |  |
|  |  | |  | | |  | |  |
|  |  | |  | | |  | |  |
|  |  |  | |  |  | |  |  |
| Please list any professional associations and/or learned societies of which you are a member. If your name appears on a professional register, please state which. | | | | | | | | |
|  |  |  | |  |  | |  |  |
|  |  | | | | | | |  |
|  |  |  | |  |  | |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 4. Language Skills Please indicate your level of fluency against each of the following:  1 = fluent, 2 = moderate, 3 = basic | | | | |  |
|  | Language | Read | Write | Speak | Understand |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 5. Career History Please provide d of your past employers to date, starting with your most recent employment first and work in reverse order. Please account for any intervals. Please indicate clearly any service or work overseas and state the country. | | |  |
|  | Current employment | 1. | |  |
|  | 1. Employer’s name and address |  |
|  | 2. Your position / Job title | 2. | |  |
|  | 3. Dates employed | 3. From: | To: |  |
|  | Previous employment | 1. | |  |
|  | 1. Employer’s name and address |  |
|  | 2. Your position / Job title | 2. | |  |
|  | 3. Dates employed | 3. From: | To: |  |
|  | 4. Reason for leaving | 4. | |  |
|  | Previous employment | 1. | |  |
|  | 1. Employer’s name and address |  |
|  | 2. Your position / Job title | 2. | |  |
|  | 3. Dates employed | 3. From: | To: |  |
|  | 4. Reason for leaving | 4. | |  |
|  | Previous employment | 1. | |  |
|  | 1. Employer’s name and address |  |
|  | 2. Your position / Job title | 2. | |  |
|  | 3. Dates employed | 3. From: | To: |  |
|  | 4. Reason for leaving | 4. | |  |
|  | **Time unaccounted for:**  Please state any periods unaccounted for e.g. career breaks, unemployment etc |  | |  |
|  |  |  | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 6. Professional Experience Please state your experience of project management in the past 5 years | | | | |  |
|  | Project Title | Implementing Agency | Duration | Your Responsibility and Key Achievement | |  |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |
|  |  |  |  |  |  |  |

###### 7. Reason for applying for the job:

As a professional worker in the development sector, please briefly describe your expertise, career goal and expected contribution to JICA in the conjunction with the designated position.

|  |
| --- |
|  |

**8. Case Study**

JICA would ask you to convey our message to its counterpart in a form of official letter. Please draft a letter for the following situation to show your competence to fulfil the assignment:

***Situation:***

***(1) JICA will be dispatching a survey mission to Nigeria to discuss “study/training program in Japan”,***

***(2) Mission will be in Nigeria from 23rd October to 3rd November 2019,***

***(3) JICA would like to request the participation of Ministry of Budget and National Planning (MBNP) to;***

***(i) meeting to discuss outcomes of capacity building activities organized by JICA so far along with other counterpart organizations (on 30th October 2019); and***

***(ii) signing of the Minutes of Meetings between JICA and the Government of Nigeria as a result of the mission (on 1st November 2019), and***

***(4) Today is 11th September 2019 and JICA wants confirmation from the ministry as soon as possible so that JICA can prepare for other appointments with plenty of time to spare.***

***END***

**9. Declaration**

|  |
| --- |
| I affirm that the information I have provided is true and complete to the best of my knowledge.  If I provide any information which I know is false, or if I withhold relevant information, it may lead to my application rejected or, if I have already been appointed, to my dismissal.  Date: .  Full Name: .  Signature: . |