

Program Officer for JICA USA Office

The U.S.A. Office of the Japan International Cooperation Agency (JICA), based in Washington, D.C., is seeking an individual who is self-motivated, flexible, and a team player for the position of program officer.

JICA is the Japanese government's bilateral aid agency, whose mission is to promote international cooperation and inclusive development. The JICA USA Office functions as a liaison, information-gathering, and outreach arm to facilitate the agency's engagement with the international development community.

Primary Responsibility and Main Duties

The program officer at JICA USA will be expected to support the office in all of its functions as relates to the agency's development partners, including those within the U.S. Government (USAID, DFC, the State Department, etc.), international and bilateral donor organizations, NGOs, and think-tanks. S/he will also cover assigned development issues, such as Global Health, Education, Gender, etc. (Please note: the program officer's issue-based/thematic foci will be determined based on their relevant university studies, work experience, and professional interests.) The program officer will report to and work at the discretion of the Chief Representative, along with other supervisors on a day-to-day basis.

The program officer's main duties will include, but are not limited to, the following:

- Gathering information from a variety of sources (such as the Internet, seminars, interviews/meetings, congressional hearings) on development and foreign policy topics of interest to JICA;
- Tracking the policies, initiatives, and/or organizational developments of JICA's partner institutions;
- Supporting JICA's public relations and outreach efforts, including by drafting newsletters; tweeting; exploring new public outreach partnerships/initiatives; and drafting, editing, and/or proofreading speeches, presentations, reports, etc.;
- Compiling and reporting information in a timely manner for use in briefings to JICA colleagues (such reporting takes the form of a newswire, e-newsletter, quarterly reports, and written briefs/memoranda); and,
- Liaising between JICA USA and partner institutions to facilitate cooperation and collaboration.

Competencies/Abilities

- Fluency in spoken and written English;
- The ability to draft high-quality documents within tight deadlines (both for reporting and outreach purposes);
- Strong interpersonal skills, demonstrated cultural sensitivity, and an ability to develop and establish relationships with colleagues, supervisors, and external counterparts;
- The ability to travel domestically and internationally;
- Proficiency with MS software applications; and,
- Interest in outreach activities, development issues, and international affairs

Qualifications and Requirements

- Applicants must meet either of the two requirements below:
 - (a) Bachelor's degree (in any field) with relevant working experience in international development. Experience with public relations and/or speech writing would be an advantage.
 - (b) Master's degree with an emphasis on international development. Working experience in (i) international development, and/or (ii) public relations and/or speech writing would be an advantage.
- Legal entitlement to work in the U.S. is required (work permit, etc.)

Benefits

- Medical insurance and compensation toward daily commuter expenses (please note: this position is Washington, D.C.-based, only commutes made by public transportation within the greater Washington, D.C., metropolitan area will be reimbursed)

How to Apply

Interested candidates should submit the following documents via email, with the title "Application for PO," to us_oso_rep@jica.go.jp by Jan. 10, 2022, 12:00 pm EST (noon). No phone calls please.

- 1) Resume
- 2) Personal statement or cover letter elaborating why you have chosen to apply to this position and how your background can contribute to JICA's mission and operations. (500 words maximum)
- 3) Documentation verifying legal entitlement to work in the U.S.