

**Japan International Cooperation Agency (JICA)**  
**Zimbabwe Office**  
**Employment Opportunities**  
**-The Posts for the PROGRAM OFFICERs and the ADMINISTRATION OFFICER-**

The Japan International Cooperation Agency (JICA) is the agency of the Government of Japan responsible for implementing Japan's Official Development Assistance (ODA). To adequately fulfill its mandate and role in the country, JICA Zimbabwe Office is now inviting applications from suitably qualified and self-motivated persons of high personal integrity to apply for the following positions:

**Positions for Application:**

**Program Officer 1** in charge of program operation (projects in the sector of infrastructure, Transportation, commerce & Industry, and others)

**Program Officer 2** in charge of program operation (volunteer program, projects in relevant sectors, security management, and others)

**Administration Officer** in charge of accounting, procurement, general affairs, public relations, SNS & website management, and others)

The Program Officers and the Administration Officer are expected to support the duties and responsibilities of senior officers, including the Resident Representative, and to work under their guidance in good collaboration with other office members.

**Applicants for the Program Officers and the Administrative Officer are required to have the following basic qualifications:**

- (1) Academic qualifications: Bachelor's degree or higher
- (2) Working experience: more than three years or equivalent. Work experiences in an international organization, a development agency, an embassy or UN system is desirable.
- (3) Business skill: MS-WORD, EXCEL, POWERPOINT
- (4) Language: High proficiency in English in speaking and writing

**Expected Timeline:**

Feb.10 at 12:00	Deadline for submission of application
Feb.10-14	Notice of Interview
Feb.17-19	Interviews (including a short test for writing and PC skills)
Feb.28	Notice of Employment
April 1	Beginning of work at JICA Zimbabwe Office

**Detail Information about the Posts and Instructions of Application:**

Please see the following pages.

**Application deadline:**

12:00 local time, Monday 10 February 2025.

END

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**Detail information and instructions for application**

**1. Positions for Application:**

**Program Officer 1** in charge of program operation (projects in the sector of infrastructure, Transportation, commerce & Industry, and others)

**Program Officer 2** in charge of program operation (volunteer program, projects in relevant sectors, security management, and others)

**Administration Officer** in charge of accounting, procurement, general affairs, public relations, SNS & website management, and others)

The Program Officers and the Administration Officer are expected to support the duties and responsibilities of senior officers, including the Resident Representative, and to work under their guidance in good collaboration with other office members.

**2. Tasks for the Positions**

Please see the attachment for each position.

**3. Applicants for the Program Officers and the Administrative Officer are required to have the following basic qualifications:**

- 1) Academic qualifications: Bachelor's degree or higher
- 2) Working experience: more than three years or equivalent. Work experiences in an international organization, a development agency, an embassy or UN system is desirable.
- 3) Business skill: MS-WORD, EXCEL, POWERPOINT
- 4) Language: High proficiency in English in speaking and writing

**4. Instructions for Application**

(1) Step1: Submission of Application documents

- 1) Required documents for submission
  - a. Application Form (Online submission by Microsoft Forms)
  - b. CV
  - c. Photograph of applicant's face
  - d. Copy of Academic degree certificate (by the highest educational institute)
  - e. Copy of National ID (or Passport)

2) How to apply

- Complete and submit "Microsoft Forms" located at URL[<https://forms.office.com/r/u26hxyFVvn>] by the due date.

AND

- Send an email with all required documents (b, c, d, and e specified in 4. (1) 1)) attached to the following email address.

Email address: [jica\\_zim\\_rec@jica.go.jp](mailto:jica_zim_rec@jica.go.jp)

Note: Item b, c, d, and e can be submitted in the form of word, excel, pdf, jpeg or similar electronic file.

The subject line of the email should read 'Application for officer post', and the text of the email should include the applicant's full name and telephone number.

3) Submission due date

Strictly by 12:00 noon, Monday 10 February 2025 (local time)

4) Remarks

- Application that is not received by the submission due date and/or incomplete is not acceptable.
- Only successful applicants of Step1 will receive the notice of interview. (There will be no notice for unsuccessful applicants.)

(2) Step2: Interview

1) Date and time

Between Monday 17 and Wednesday 19 of February 2025.

Date and time will be decided considering applicant's availability, but the interview must be done during the dates indicated above.

2) Place

JICA Zimbabwe Office  
4 Lucie Lane, Avondale, Harare  
Tel: +263-24-2333076/2303988

3) Contents

- Interview
- A short writing test

4) Additional documents for submission

- a. Copy of Academic score (by the highest educational institute)
- b. Copy of relevant qualification certificate (if any)
- c. Copy of Score of English examination (if any)
- d. Recommendation Letter (if any, but only one)

**5. Working Conditions**

- Basic monthly salary: the range of USD 2,000 to 3,000 for Program Officers and Administration Officer (and dependent on academic qualifications and working experiences)
- Benefits which are subject to the JICA internal regulations: Transportation Allowance, Housing Allowance, Business trip allowance; Health Insurance (private health insurance); Annual Health Check
- Probation period: 3 months
- Contract term: one year. The contract may be renewed based upon performance.
- Workplace: JICA Zimbabwe Office; 4 Lucie Lane, Avondale, Harare, Zimbabwe
- Normal working hours: 08:00-16:30 (Mon to Thu), 08:00-13:00(Fri)

**6. Employment Contract**

Employment Contract will be concluded between JICA and the successful applicant. The actual work at JICA Zimbabwe Office is expected to start from Tuesday 1<sup>st</sup> April 2025.

**7. Remarks**

- Submitted application documents shall not be returned.
- Submitted application documents shall be used for the purpose of selection only.
- Any cost for application shall be borne by applicants.

END

## **Tasks for the Positions**

### **Job Title: Program Officer 1**

#### **Responsibilities and Duties:**

The Program Officer conducts the following tasks and supports the senior officers in charge of program operation including the Resident Representative, and to work under their guidance in good collaboration with other office members.

#### **<Information Collection and Analysis>**

- 1) Information collection and analysis on the development policies, strategies, budget, and sector-wide programs/projects of the recipient country
- 2) Information collection and analysis on the socio-economic situation of the recipient country
- 3) Reporting on the above two items (monthly and ad hoc reporting as per request to be made)

#### **<Program Operation>**

- 1) Planning, Implementing and Evaluating the following JICA activities;
  - Sector program (grant aid projects, technical cooperation projects, missions) in the sector of; Infrastructure development, transportation, industry and commerce, and others
  - Cross-cutting issues on Grant aid and Loan projects
  - Training program related to the above sectors
- 2) Public relation activities related to the above activities
- 3) Coordinate with government Ministries and departments, development partners, Embassies related to the above activities.
- 4) Support the project experts, consultants, mission members on various procedures and logistics related to the above activities.
- 5) Other tasks that may be assigned by the Resident Representative

### **Job Title: Program Officer 2**

#### **Responsibilities and Duties:**

The Program Officer conducts the following tasks and supports the senior officers in charge of program operation including the Resident Representative, and to work under their guidance in good collaboration with other office members.

#### **<Program Operation>**

- 1) Planning, implementing and monitoring the Japan Overseas Cooperation Volunteer (JOCV) Program:
  - Conducting needs survey and negotiation with potential recipient institutions and organizations.
  - Supporting management and implementation of the JOCV programs, including procurement, monitoring, evaluation and follow-up.

- Supporting volunteers and their counterparts to maintain good conditions for their activities.
  - Maintaining good communications with volunteers and their counterparts.
- 2) Sector program (technical cooperation projects, and other relevant schemes, missions) in relevant sectors.
  - 3) Public relation activities related to the above activities.
  - 4) Coordinate with government Ministries and departments, development partners, Embassies related to the above activities.
  - 5) Support the project experts, consultants, mission members, volunteers on various procedures and logistics related to the above activities.
  - 6) Any other duties as assigned by the Resident Representative

<Security Management>

- 1) Information collection and analysis on the security situation in the recipient country..
- 2) Security advice and support to all JICA personnel.
- 3) Reporting on the above two items (monthly and ad hoc reporting as per request to be made)
- 4) Security equipment management.

**Job Title: Administration Officer**

Responsibilities and Duties:

The Administration Officer conducts the following tasks and supports the senior officers in charge of administration including the Resident Representative, and to work under their guidance in good collaboration with other office members.

<General Affairs, Accounting, and Procurement>

- 1) Accounting & Procurement
- 2) Tax and Custom processes and procedure
- 3) Office property management
- 4) Office vehicle management
- 5) Office document management
- 6) General office management
- 7) Office IT management (PCs, LAN, and so on)
- 8) Personnel dispatch management (Protocols, VISA, TEP, bank account, ID, and so on)
- 9) Personal assistance to Resident Representative

<Public Relations>

- 1) Website management (Homepage of JICA Zimbabwe Office)
- 2) Dissemination of information through SNS, newsletters, and other media.
- 3) Arrangement for participation in events such as ZITF, Japan Day etc.
- 4) Arrangement of media tours to introduce JICA's activities to media.
- 5) Arrangement for JICA Chair (lectures by Japanese lecturers at universities and etc.)
- 6) Other tasks that may be assigned by the Resident Representative

END