

## **Job Opportunity**

Japan International Cooperation Agency (JICA) has been the largest bilateral donor agency in Bangladesh since 1974, in charge of implementing Japanese Official Development Assistance (ODA). JICA extends support in various projects to meet the needs of Bangladesh. With our vision “Inclusive and Dynamic Development”, Bangladesh becomes 2<sup>nd</sup> largest country to JICA among over 140 partner countries in the world. To fulfill emerging demand, JICA Bangladesh office wish to employ one full-time Bangladeshi professional officer.

### **Deputy Program Officer/ Program Officer**

Selected candidate will manly manage and coordinate JICA funded projects in private industry development, economic zone development and many others in economic section. The candidate will work in a team under guidance of relevant Representatives (hereafter “Representatives”) as Deputy Program Officer/ Program Officer.

### **Major Responsibility**

1. Expedite project implementation through regular monitoring and dialogue with project directors of government agencies. Sample of on-going projects is in Attachment.
2. Review and check documents related with bid, contract and disbursement request received from project implementing agencies if the contents are in line with relevant JICA guideline.
3. Assist Head Office missions in identification, preparation, formulation of programs and projects, in coordination with relevant government agencies by providing administrative input;
4. Collect, compile and analyze information relevant to the assigned sector in economic infrastructure and/or private investment. When required, draft strategy papers, briefs, notes and presentation materials;
5. Perform any other duties as may be assigned by Representative.

### **Requirement of Candidate:**

1. Academic background: Master’s Degree in either economics /finance /international relationship /development studies /business administrations or engineering. As for engineering, B.S. is also considered.
2. Working experience: Minimum 3 years, preferably 5 years in the relevant fields or similar organizations.
3. **Language skill: Excellent in English (writing and speaking).**
4. Computer skill: Operation of internet, e-mailing (Outlook), Microsoft word, Microsoft excel and Microsoft power point
5. Personal skill: High level of interpersonal skills, self-confidence, patience and ability to work in a team often under pressure

6. Age: Principally from 27-35 years old

#### **Salary Level:**

Annual Salary level (inclusive of all allowance before TAX) varies between 1,600,000 BDT to 2,100,000 BDT (subject to certain condition applied).

#### **Application Documents**

1. CV
2. Cover letter with a statement (within 400 words) justifying in favor of his/ her candidacy to JICA Bangladesh Office

#### **Items to be included in the CV:**

1. Academic background: Copy of certificates
2. Working experience: The organization and the job contents be described specifically
3. Computer skill: mentioned separately (Word, Excel, Power Point).
4. Other advantage : If any

#### **Deadline:**

1. Must arrive by **January 6th, 2020 (16:00 PM)**
2. Send to JICA Bangladesh Office, 3rd Floor, Bay's Galleria, 57 Gulshan Avenue (CWS-A19), Gulshan 1, Dhaka-1212

Only short-listed candidates will be notified for future writing exam in the end of January. JICA will notify only those passed 1st selection by CV.

Educational certificate shall be shown at the time of interview.

**Sample of on-going projects assisted/funded by JICA in Bangladesh**

1. Bangladesh Economic Zone Development Project (Concessional Loan)
2. Project for Promoting Investment and Enhancing Industrial Competitiveness in Bangladesh (Technical Cooperation)
3. Bangladesh-Japan ICT Engineers' Training Program (Technical Cooperation)
4. New Terminal of International Airport in Dhaka (Concessional Loan)
5. Advisory service with former governor of Bangladesh Bank (Survey)
6. Line of credit to the private banks (Private Sector Investment and Financing)