

JOB OPENING

Consultant (Secretary/International Program) to assist JICA MJIT Project

Japan International Cooperation Agency (JICA) Team working for Malaysia- Japan International Institute of Technology (MJIT) is looking for a Secretary/International Program with following conditions;

Contract Duration:

3rd July 2022- March end 2023

with possible renewal of the contract of 1st April 2023 – 2nd July 2023

Type of Contract:

Individual Contract with Japan International Cooperation Agency (JICA)

- * Please note that the local consultant will make a contract with JICA, not with MJIT or UTM
- * Remuneration range and payment: **RM 5,800** per month depending on a consultant's experience and capability. No EPF/SOCSO/Health Insurance or any other benefits will be covered. The tax will be paid by the consultant. The remuneration will be paid upon completion of duties.

Location:

Malaysia Japan International Institute of Technology (MJIT), University of Technology, Malaysia (UTM), Kuala Lumpur Campus

Working hours:

8 hours/day (including 1 hour lunch break)

5 days/week except for Saturday, Sunday and National holiday

Term of References:

- Performing secretarial duties and logistics management of the Project
- Assisting in preparation and arrangements for internationalization programme of MJIT with Japanese universities and industries
- Assisting Accounting including procurement management
- Assisting on students employability issues
- Other tasks such as collection of data

Eligibility:

MUST

- ✓ University degree
- ✓ Have at least 10 years similar working experience
- ✓ Be fluent in English
- ✓ Be familiar with Microsoft office software
- ✓ Be able to work in a team

ASSET

- ✓ Japanese language ability
- ✓ Working experience in university setting
- ✓ Knowledge on interorganizational agreement
- ✓ Experience on procurement equipment

APPLY BY JUNE 17TH, FRIDAY, 2022 to hamada.emiko@utm.my

- Cover letter describing why you want to work for this position
- CV
- * only the short-listed applicants will be contacted a to have an interview session.
- * The final result will be finalized by 28th June 2022