

# JOB OPENING

## Consultant (DRR Program Assistant) to assist JICA MJIT Project

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

### **Contract Duration:**

3<sup>rd</sup> July 2022- March end 2023

with possible renewal of the contract of 1<sup>st</sup> 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 4,400** 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:**

- Assist DRR Advisor (JICA expert) in secretarial and logistics management of the Project.
- Assist in preparation and arrangements for educational, research and field activities of the disaster programme at MJIT.
- Other tasks such as secretary work

### **Eligibility:**

#### **MUST**

- ✓ University degree
- ✓ Have at least 7 years similar working experience
- ✓ Be fluent in English
- ✓ Be familiar with Microsoft office software
- ✓ Be able to work in a team

#### **ASSET**

- ✓ Working experience in university setting
- ✓ Ability to assist IT technical issues

**APPLY BY JUNE 17<sup>TH</sup>, FRIDAY, 2022** to [hamada.emiko@utm.my](mailto: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 28<sup>th</sup> June 2022