

Contract announcement for the local consultant for Japan International Cooperation Agency:

Local Consultant for Secretary/International Programme

Duration of Contract: This contract covers the 2020 Japanese Fiscal Year and will be renewed for the following 2 years, basically on the same term if JICA is satisfied with the performance of the Contractor;

*1st Year: 3 July, 2020 - 31 March, 2021

*2nd Year: 1 April, 2021 - 31 March, 2022

*3rd Year: 1 April, 2022- 2 July, 2022

A month before the expiration date of the Contract, both parties review and discuss the quoted price.

Location :Malaysia – Japan International Institute of Technology (MJIIT),
University Teknologi Malaysia (UTM), Jalan Sultan Yahya Petra, 54100 Kuala Lumpur
Application Deadline :5 pm (Malaysia time), 12 June 2020

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 MJIIT or UTM

Languages Required :English

Starting Date : 3 July, 2020

Remuneration range and payment: RM 5,600- 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.

Background

Japan International Cooperation Agency (JICA) has conducted the technical cooperation project “Project for Enhancement of Malaysia-Japan International Institute of Technology” at MJIIT from July 2018 to July 2023 (5 years).

For this project, JICA will dispatch 3 Japanese long-term experts and 1 Japanese short-term expert.

The local consultant is expected to not only assist the Japanese experts, but also perform duties by his or her own described as below.

Terms of Reference for the services

To provide consulting services which consist of secretary work for all JICA experts at MJIT and assistance in Internationalization Programmes in cooperation with Japanese universities and industries. Specific assignments include the following.

1. Performing secretarial duties and logistics management of the Project

- Providing secretary work, including appointment-making, scheduling, translation, minutes-taking of the meetings as well as receiving and preparing refreshment for guests.
- Providing necessary coordination for communication between JICA experts and MJIT/UTM staff especially where Malay language is necessary.
- Providing necessary assistant service upon request by JICA experts.

2. By request from JICA Experts, Assisting MJIT staff in preparation and arrangements for internationalization programmes of MJIT with Japanese universities and industries

- Assisting in necessary arrangements for receiving Japanese academics, students, people from industry and general visitors to Malaysia as well as for sending Malaysian academics and students to Japan by sharing information with the coordinator in Japan and administration staff at MJIT, as well as UTM International and other departments of UTM.
- Liaising with Japanese universities and Industries to strengthen relationship with MJIT, manage the process of Memorandum of Understanding (MoU) and streamlining approval process within MJIT/UTM.

3. Others

- Assisting JICA Expert (Project coordinator) to prepare accounting reports and purchase of items needed for the project.
- By request from JICA Expert, assisting DPPC's activities with MJIT/UTM academic and administrative staffs in preparation and arrangements for educational,

research and field activities.

- Collecting necessary information related with MJIT project and sharing it with stakeholders.
- Submitting a monthly consultation report highlighting i) the main activities, ii) progress of ongoing tasks, and iii) other important matters, together with monthly working record.
- Submitting an annual report highlighting i) compilation of all the reports and materials produced in the contract period, ii) major achievement in the work iii) issues and problems, at the end of contract period.

Required Skills and Experience

①Education:

University degree in related fields

②Experience:

At least 10 years of relevant professional experience;

③Languages:

Excellent knowledge of written and spoken English; Knowledge of Malay language an asset.

Application:

Interested applicants are requested to submit their applications by 12 June, 2020 by email.

mjiit.jica2@gmail.com

Please submit the cover letter describing why you would like to work for this contract, and your detailed CV.

After the document screening, only the short-listed applicants will be contacted a to have an interview session.

The result of selection will be finalized on 19 June and will be notified to the selected candidate.