

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

Local Consultant for DPPC Program Assistant

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 (MJIT),
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 MJIT or UTM

Languages Required: English

Starting Date: 3 July, 2020

Remuneration range and payment: RM 4,200- per month depending on a consultant's experience and capability. No EPF/SOCSSO/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 MJIT 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 Advisor for Disaster Preparedness and Prevention Center (DPPC) (JICA expert) and assistance in DPPC related activities in cooperation with Japanese universities and industries. Specific assignments include the following.

1. Assist Advisor for DPPC (JICA expert) in secretarial and logistics management of the Project.

- (a) Provide secretary work, including appointment-making, scheduling, translation, communicating with stakeholders, arrangements to receive guests, taking notes of the meetings and preparing for seminars and conferences.
- (b) Provide necessary coordination among Advisor for DPPC, other JICA experts and MJIT/UTM staff.
- (c) Provide necessary assistant service upon request by Advisor for DPPC.

2. By request from JICA Expert, assist MJIT/UTM academic and administrative staffs in preparation and arrangements for educational, research and field activities of DPPC.

- (a) Assist in preparation of documents which are necessary for making contract with Japanese academics by working with partner universities and institutes in Japan.
- (b) Assist in necessary arrangements to receive the Japanese academics, such as visa, accommodation, transportation, medical arrangement etc. in cooperation with MJIT/UTM staff.
- (c) Assist in monitoring and facilitation of the selection process of Japanese academics at MJIT/UTM.
- (d) Assist in necessary arrangements for receiving Japanese students to Malaysia as well as for sending Malaysian students to Japan by sharing information with the academic coordinator in Japan and administration staff at MJIT/UTM.

3. Others

- (a) Provide secretary work, necessary coordination and assistant service upon request by other JICA experts, other JICA consultants and MJIIT/UTM staff, when necessary.
- (b) Conduct publicity work targeting Japanese universities and project partners through newsletters, promotional materials and website in coordination with MJIIT/UTM marketing team.
- (c) Upon request from JICA expert, submit reports including database and all paperwork (invoice, receipts, official letters, etc.), minutes of meeting, publicity materials and photos.
- (d) Submit monthly reports on i) summary of activities during reporting period, ii) progress of ongoing activities, iii) item list of everything produced in the course of project activity and iv) other information requested by JICA Expert and JICA Malaysia Office, together with monthly working record .
- (e) Submit 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 2 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.