

# JOB OPENING

## Consultant (Linkage Support) to assist JICA MJIT Project

Japan International Cooperation Agency (JICA) Team at Malaysia- Japan International Institute of Technology (MJIT) is looking for a “Linkage Support” Consultant with following conditions;

### **Contract Duration:**

3<sup>rd</sup> July 2023- March end 2024

with possible renewal of the contract of 1<sup>st</sup> April 2024 – 2nd July 2024

### **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 6,000** per month. 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.

### **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 linkage with Japanese universities, industries and others.
- 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 16<sup>TH</sup>, FRIDAY, 2023** 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 2023