



JICA Morocco is actively recruiting a Program Officer

Japan International Cooperation Agency (JICA) is the comprehensive development agency of Japanese Official Development Assistance (ODA) such as its financial and technical cooperation.

**Position Title:** Program Officer / Chargé (e) de Programmes

\*Rank P4 in the Category of Professional B

**Period of Performance:** 9 months period with probationary period of one month, with the possibility of extensions, estimated to start on January 2023.

Possibility of professional development, based on JICA's needs, according to proven capacities of the candidate

**Place of Performance:** Office of JICA Morocco, No.74, Rue Oum Errabiaa, Agdal, Rabat (with possibilities of domestic and international travel)

**Working Hours:** from Monday to Friday, 8:30 to 16:30 (including 1-hour pause), 8:30 to 14:30 without pause during Ramadan

**Expected attributes and description of the post:**

- Energetic, punctual, self-motivated and comfortable as a team player
- Has a potential and an interest in the sector of international cooperation
- Responsible for performing a full range of administrative functions in the operation section
- Provides assistance to other professional staff in charge of financial / technical cooperation projects

- Provides assistance to training programs supported by Japanese ODA
- Collects, analyzes, and summarizes current socio-economic and development issues when requested

#### **Qualifications Required:**

- Education: BAC+3 or equivalent
- Age range: Basically between 26 to 40 years of age
- Language Proficiency: High competence in French and English. International score for English and French, such as TOEFL, IELTS, TOEIC, DELF/DALF etc. is necessary for non-native languages.
- Work Experience: 5 years of administrative work experience of which related work with other donor organizations or international organizations is advantageous. Experiences in English-language and/or inter-cultural work environment are also advantageous.
- Skills and Abilities: Must have demonstrated
  - Proficiency in the MS Office application suite (Word, Excel, PowerPoint and Teams)
  - Ability to organize work and meet deadlines
  - Ability to work as part of a team and achieve common outcomes

#### **Application selection procedures:**

Selected candidates will be invited to take a written and oral recruitment test at the JICA Morocco office.