

# Recruitment Information

## – Professional Staff of Development Cooperation Division

30 June 2025  
JICA Sri Lanka Office

### 1. Application

This document contains the terms and conditions applicable to notice of interest in applying for the post of Professional Staff of Development Cooperation Division, JICA Sri Lanka Office.

### 2. Procedure

#### 2.1. Submission of Curriculum Vitae (CV)

Deadline	<u>12:00(noon) on July 11<sup>th</sup> (Fri), 2025</u>
Method	By e-mail Please send your CV with title "Post of Professional Staff of DCD". TO: Manawadu-Dinoshi@jica.go.jp CC: sl_oso_rep@jica.go.jp
Remarks	CV should be written in English. The following information should include but not limited to; <ul style="list-style-type: none"><li>• Face photo (color) taken in three months</li><li>• Date of Birth</li><li>• Current Resident Address</li><li>• Education Background</li><li>• Working Experience</li><li>• Name and email addresses/contacts of two non-related referees</li></ul> Canvassing in any form and lack of information in CV would be a disqualification.

#### 2.2. Answering Questionnaire

Deadline	<u>12:00(noon) on July 11<sup>th</sup> (Fri), 2025</u>
Method	By online Please access to the following URL and fill in the questionnaire. <a href="https://forms.office.com/r/mg6hJmbmu3">https://forms.office.com/r/mg6hJmbmu3</a>

**\*Please note that both submitting CV and answering the questionnaire are required.**

Interested applicants who submitted CV and answered the questionnaire will be shortlisted for proficiency test. The detail (date, time, etc.) of the proficiency test will be notified later (most probably, in the middle of July) only to shortlisted candidates.

Only selected applicants from the proficiency test will be responded and called for the interview.

### **3. Job Descriptions**

The Professional Staff of Development Cooperation Division is responsible for relationship management with our clients/stakeholders/partners, formulation and day-to-day implementation and operational facilitation of the JICA projects (ODA loan, Grant, Technical assistance, etc.) in the fields of various sectors, such as Power, Transport, Water and Sanitation, Disaster Risks Reduction, Agriculture, Private Sector Development, Governance (including public finance management, gender, etc.), Social Security (including education and health), etc., with overall guidance and supervision of the Japanese representatives of JICA Sri Lanka Office, as well as the senior National Staff. The main tasks of the Professional Staff are;

- a. Sector analysis
- b. Project formulation and administration
- c. Coordination with clients, JICA HQ and other relevant parties
- d. Public relations

#### **3.1. Sector analysis**

- Regularly collect and review the up-to-date information and development in the responsible sector
- Review on-going and past developmental project / activities financed by GOSL and donors including JICA
- Suggest the necessary revisions to the sector strategy and approach of JICA Sri Lanka office

#### **3.2. Project formulation and administration**

- Facilitate to develop project proposal with consultation with relevant Sri Lankan counterparts and others
- Provide necessary support to the experts assigned to projects and missions from the headquarters
- Administer procurement and disbursement under ODA loan (concurring P/Q document, tender document, disbursement claims etc.)
- Monitor progress through discussion, periodic meeting etc., including facilitation of timely disbursement and smooth implementation
- Evaluate outcome of projects (ex-ante, mid-term review, terminal and ex-post evaluations for technical cooperation, fact-finding, appraisal, sector survey, ex-post evaluations for ODA loan project, etc.)
- Liaise and coordinate with concerned departments of JICA headquarters regarding above matters

#### **3.3. Coordination with clients, JICA HQ and other relevant parties**

- Date-to-date relationship management with our clients, stakeholders, partners and other relevant parties
- Seek guidance from and consult with relevant sections of the JICA HQ for budgeting, documentation, interpretation of operational rules and guidelines etc.

#### **3.4. Public relations**

- Assist JICA Sri Lanka office's public relation activities
- Networking with other donors working in the sector in charge

### **3.5. Special assignments**

- Attend assignments given by the Chief Representative of JICA Sri Lanka

### **3.6. Others**

- Work Location  
JICA Sri Lanka Office, Colombo
- Salary  
As per the National Staff salary scale
- Holiday  
Saturday, Sunday and holidays designated by JICA Sri Lanka Office
- Allowance  
Overtime & business trip allowances
- Social & Welfare  
EPF/ETF and medical insurance
- Working hours  
JICA Sri Lanka Office employee must work 7.5 hours a day excluding 1hr Lunch time from Monday to Friday (\*Report to work between 7:30 - 9:30; e.g. 8:30 - 17:00)
- Business Trip  
JICA Sri Lanka Office employee is on necessity requested to go on business trip to out of Colombo.

## **4. Competencies**

- Work under pressure and handle numerous tasks simultaneously in timely manner by planning well in advance.
- Proactively find and analyze issues, propose solutions, and implement them autonomously.
- Focuses on result for the client and work with energy and a spontaneous, positive and constructive attitude.
- Work effectively as a team member and provide helpful feedback / advice to management and staff in the office.
- Work in multicultural and international environment.

## **5. Required/Preferred qualification, experiences and skills required**

### **5.1. Required:**

- Having a Bachelor's degree
- Having in-depth knowledge and experience or strong interests in project management and development issues
- Proficiency in the use of computer (especially Microsoft Office applications)
- Strong communication, writing, and networking skills
- Fluency in (1) English and (2) Sinhala or Tamil, both verbal and written
- Ability to work independently and collaborate with others

### **5.2. Preferred:**

- Five years or more professional experience with international organizations, bi-lateral donors or private global enterprise;
- Five years of more experience in the areas of finance or engineering; and/or
- Proven experience in project design, management and monitoring (including financial management and procurement)

## **6. Term of Contract**

The Position will be three (3) year fixed term contract basis from the day of recruitment with possibility of further extension by the performance during the contract period and circumstances surrounding JICA activities. A newly recruited staff shall enter upon a probationary period for six (6) months from the day of recruitment. The recruitment day is expected to be August or September 2025.

## **7. Others**

- No payment shall be made for participating the test and interview including transport cost.
- The curriculum vitae / resume submitted to/received by JICA will be used by JICA exclusively for purpose of assessment and interview and will not be used for any purpose without prior notice to the applicant.

End