

## JOB DESCRIPTION

### FINANCE AND HUMAN RESOURCES ASSOCIATE

#### BACKGROUND

IC Net Limited is a multidisciplinary consulting firm committed to helping people stand on their own feet by offering solutions in Rural and Urban Infrastructure Development, Public Sector Governance, Monitoring and Evaluation, Environment, Fisheries, Health, Education, and Training. Since its founding in 1993, IC Net has completed more than 400 projects and carried out short-term technical services throughout the developing world. At any moment, IC Net's experts carry out more than 25 projects around the world. Our clients include Japan International Cooperation Agency (JICA), Ministry of Foreign Affairs, the World Bank, the Asian Development Bank, and UN organizations. Currently IC Net employs around 110 professionals and 25 core administrative staff at the headquarters, and several locally-employed project staff members.

#### OPPORTUNITY

IC Net Limited seeks a qualified Finance and HR Associate. This position works directly with the leadership of IC Net to ensure that IC Net can grow and make inroads in the international development industry in the United States. Specifically, the Associate will work under the supervision of the manager to (1) Carry out finance and human resources functions, and (2) Assist in the projects in a technical capacity. As for (2), the main project that the Associate will be involved is to collect and analyze data of Canadian grains and oilseeds commissioned by the Ministry of Agriculture, Forestry and Fishery (MAFF) in Japan. No previous experience is required, but a willingness to learn. This position offers ample growth within the company; there are career paths to a more technical specialization, as well as a more managerial specialization. Telecommuting is offered for all employees, with a weekly face to face meeting held at our Farragut North office in downtown D.C. This position offers yearly business trips to Japan and within the United States.

#### MINIMUM REQUIREMENTS

- Bachelor degree with 3-5 years of experience OR the equivalent combination of education and experience.
- Superb command of Japanese and English (including reading and writing).
- Demonstrated ability to work in a fast paced, ever changing, start-up environment.
- Strong management skills, particularly in planning, scheduling, and managing multiple tasks and working under tight deadlines.
- Willingness to learn new skills and embrace a team-first culture.
- Interest in international affairs a must.
- Knowledge of MS products such as Word, Excel, Powerpoint, etc. Programming languages a plus.

#### BENEFITS

##### **Health Benefits**

Revised July 2017

- 100% Employer sponsored health plan covering annual physical services, mental health, prescription drugs
- Emergency medical and evacuation coverage while traveling
- Voluntary accidental death and dismemberment insurance
- Reimbursement accounts for tax savings on medical and dependent care

### **Retirement Benefits**

- 401(k) program with employer match
- Employee Stock Ownership (available through annual purchase options)

### **Holidays and Leave**

- 10 days of paid leave in the first year of employment, and 15 days of paid leave after the second year of employment
- 10 days of sick leave
- 10 federal holidays per year
- Paid bereavement leave

### **Educational Assistance**

- Tuition Assistance (up to \$1000 per year pending supervisor approval)

### **To Apply**

Please send a resume and cover letter to [icusfinHR@gmail.com](mailto:icusfinHR@gmail.com).

IC Net Limited is an Affirmative Action/Equal Opportunity employer.