

## **VACANCY ANNOUNCEMENT**

### **Coordinator of Grassroots Human Security Grants Projects Economic and ODA Section, EMBASSY OF JAPAN**

The Embassy of Japan in Yangon is seeking a qualified Myanmar national for position of Coordinator of Grassroots Human Security Grants Project in the Economic and ODA Section of the Embassy.

#### **About Grant Assistance for Grassroots Human Security Project (GGP)**

The Japanese Government offers a financial assistance scheme for development projects in Myanmar. GGP supports projects proposed by such bodies as Non-Governmental Organizations (NGOs) and local government authorities to help implement their development. The grant amount for each project is up to 100 million yen (approx. 83,000 USD). Embassy of Japan in Yangon annually assists around 40 projects, such as construction of primary school buildings, rural hospital buildings, roads, small-scale bridges, small-scale hydropower stations, and provision of medical equipments.

#### **Basic Function of the Position**

Duties in the office:

- To consult with applicants;
- To review the technical aspects (cost, etc.) of projects;
- To manage the progress of ongoing projects;
- To submit necessary reports.

Duties at the site for individual projects:

- To conduct a needs survey and to formulate projects; and
- To conduct a pre-survey for prospective projects, inspection of ongoing projects and a follow-up and monitoring survey of completed projects.

#### **Qualifications Required**

- A bachelor degree
- Minimum of five years of working experience is preferred.
- Computer literacy including MS Word, Excel, Power Point.
- Excellent English Skill and/or Excellent Japanese skill (written, communication and negotiation) skill is of a high advantage.
- Good interpersonal skills and problem solving ability.
- Previous work experiences in NGOs and other similar experiences have advantages.
- Candidates with engineer background are highly appreciated.

#### **Duration of the Contract**

From 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016, with possibility of extension.

#### **How to Apply**

- Please submit a curriculum vitae, an A4-size short writing to explain your motive to apply this vacancy, a

recent passport size photograph and a health certificate from any well-known clinic.

- Please state your expected salary on your CV.
- Any other documents that address the qualification requirements of the position such as copies of the certificates for a degree or a diploma obtained, certificates for English or Japanese language abilities (such as, TOEFL, IELTS and JLPT) and work experiences with three reference contacts.

### **Submission of Application**

Addressed to

Economic and ODA section  
The Embassy of Japan  
No.100, Natmauk Road  
Bahan Township, Yangon  
TEL: 01-459644~8

Please write "APPLICATION for GGP COORDINATOR" on the envelope

Deadline

Friday, January 30<sup>th</sup>, 2015

***Note:***

***There will be an interview for the short-listed candidates in early February 2015 at the Embassy of Japan in Yangon.***