

VACANCY ANNOUNCEMENT

Independent Contractor: The Grant Assistance for Grassroots Human Security Projects

Embassy of Japan in Yangon is seeking for qualified Myanmar nationals for ONE position (Coordinator) for Independent Contractor for the Grant Assistance for Grassroots Human Security Projects at the Economic and Development Cooperation Section.

Basic Function of the Position

Tasks as an independent contractor include;

- Consulting with applicants,
- Managing the progress of ongoing projects,
- Submitting necessary reports,
- Arranging ceremonies of projects,
- Conducting pre-survey of applied projects, and mid-term monitoring, completion monitoring and follow-up monitoring of ongoing projects.
- Review the project from an audit and financial point of view.

Required Qualifications - What We Expect

- Bachelor's degree or higher.
- Minimum of five years of working experience.
- Computer literacy including the ability to use Microsoft Word, Excel and Power Point.
- Excellent English skills both in speaking and writing.
- Good interpersonal and problem-solving ability.
- Japanese language ability (recommended but not required).
- Previous working experiences at NGOs or other similar experiences to GGP (recommended but not required).

Contract Term

From December 1, 2024, to March 31, 2025 (Starting date is subject to change). The contract can be extended up to three years on a yearly basis based on the performance.

How to Apply

Please submit required documents to ggp@yn.mofa.go.jp by e-mail. The title of the email should be “APPLICATION for GGP Independent Contractor (Your Name)”.

Required documents are;

- Curriculum Vitae (CV) with a photo,
- Cover letter which explains your motive to this position and what you have achieved in your previous work, with contact information of **two** of your former supervisors,
- Bachelor's and/or master's degree certificate,
- Transcript(s) of your degree(s),
- An official English test score, such as TOEFL or IELTS (If not available, please attach something else that can prove your English proficiency), and
- Any other supplemental documents that can explain your ability (such as Japanese language test score).

Note: Please make sure that you have attached all the required documents listed above to your e-mail. Failure to submit all the required materials may result in disqualification.

Deadline of Submission

Friday, September 6, 2024

Note: Only short-listed candidates will be contacted for the next process by the first week of October. Successful applicants on the list will take a writing test and have one or more interviews at the Embassy of Japan (Date and time for the exams are to be announced).

About Grant Assistance for Grassroots Human Security Project (GGP)

The Japanese Government offers financial assistance for various projects throughout Myanmar. GGP is one of those which supports projects proposed by Non-Governmental Organizations (NGOs), local communities etc. Although the grant amount for each project is relatively small (up to 20 million yen (approximately 140,000 USD) in principle), this scheme provides prompt and careful assistance to various needs of the country (Check the link below for more information –

<https://www.mofa.go.jp/mofaj/gaiko/oda/files/000071826.pdf>).

(END)