

## **VACANCY ANNOUNCEMENT**

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

The Embassy of Japan in Yangon is seeking qualified Myanmar nationals for the 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 10 million yen (approx. 89,000 USD). Embassy of Japan in Yangon annually assists around 50 projects, such as construction of primary school buildings, rural hospital buildings, roads, small-scale bridges, small-scale water facilities, and provision of medical equipment.

#### **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's degree (**Engineering related degrees will be an advantage**)
- Minimum of five years of working experience
- Computer literacy including MS Word, Excel, Power Point
- Excellent English Skills. Japanese skills (written and communication) will be of a high advantage
- Good interpersonal and problem solving skills
- Previous work experiences in NGOs and other similar experiences will be an advantage
- **Candidates with an engineering background are highly sought for**

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

From 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019, with possibility of extension.

#### **How to Apply**

- Please submit a curriculum vitae (CV) with a photo, and A4-size short writing to explain your motive to apply to this position.

- 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**

Please send the abovementioned documents to [eco@yn.mofa.go.jp](mailto:eco@yn.mofa.go.jp) by e-mail. Please write “APPLICATION for GGP COORDINATOR(Your Name)” in the title of the e-mail.

Deadline

Friday, January 12th 2018

### ***Note:***

***There will be an interview for the short-listed candidates in end of January 2018 at the Embassy of Japan in Yangon.***

***Only short-listed candidates will be contacted.***