

## **VACANCY ANNOUNCEMENT**

### **Independent Contractor: The Grant Assistance for Grassroots Human Security Projects**

Embassy of Japan in Yangon is seeking for qualified Myanmar nationals for TWO positions (One as Clerk and One as Engineer) 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 the projects,
- Conducting pre-survey of applied projects, and mid-term monitoring, completion monitoring and follow-up monitoring of ongoing projects.
- And reviewing the projects from technical point of view (engineer only).

#### **Required Qualifications - Who We Expect**

- At least a Bachelor's degree (Degrees on engineering for the engineer position).
- Minimum five years of working experience.
- Computer literacy including Micro Soft Word, Excel and Power Point.
- Excellent English skills both in speaking and writing.
- Good interpersonal and problem solving ability.
- Japanese language ability will be an asset.
- Previous working experiences at NGOs and other similar experiences as GGP will be an asset.
- We welcome candidates with an engineering background.

#### **Contract Term**

From April 1 2020 to March 31 2021. The contract can be extended up to three years on yearly basis based on the performance.

### **How to Apply**

Please submit required documents to [ggp@yn.mofa.go.jp](mailto:ggp@yn.mofa.go.jp) by e-mail. The title of the email should be “APPLICATION for GGP Independent Contractor (Your Name) <Clerk/Engineer>”.

→ Please choose the one you are applying for.

Required documents are;

- A Curriculum Vitae (CV) with a photo,
- A Cover letter which explains your motive to this position and what you have achieved in your previous work, with two contact information of your former bosses,
- A Bachelor's or Master's degree certificate,
- A Grade report of your degree,
- An official English test score, such as TOEFL and IELTS (If not available, please attach something instead which can prove your English proficiency),
- And any other documents that can support your ability (such as Japanese language test score).

Note: Please make sure that you have attached all of the required documents listed above to your e-mail. Shortage of necessary documents may be regarded as disqualified.

### **Deadline of Submission**

**Friday, February 28, 2020**

Note: Only short listed candidates will be contacted for the next process. There will be a writing test and an interview for those candidates at the Embassy of Japan.

### **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 government authorities, local communities etc. (except the central government). Although the grant amount for each project is relatively small (up to 10 million yen (approximately 89,000 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>).

Embassy of Japan in Yangon annually assists around 40 projects, in total 5.5 million USD, such as construction of primary school buildings, rural hospital buildings, small-scale roads and bridges, and supply of medical equipment. (END)