

Embassy of Japan
Vacancy Announcement
(Coordinator of Grant Assistance for Grassroots
and Human Security Projects)

1 November 2017
The Embassy of Japan

The Embassy of Japan in Cambodia is looking for a qualified Cambodian national to fulfil the position of a coordinator for Grant Assistance of Grassroots and Human Security project as detailed below:

1. Position Title: Coordinator of Grant Assistance for Grassroots and Human Security Projects

2. Type of Contract: 1 year contract, could be renewed up to three years

3. Duty Station: The Embassy of Japan in Phnom Penh

4. Starting date: 1 December 2017

5. Main Duties:

(1) Office work

- To receive and administer applications for the grassroots projects, including correspondence to inquiries, data management related to applications.
- To review applications including cost evaluation and technical review.
- To facilitate implementation of the projects and to monitor implemented projects.
- To contact and consult with applicants for Grassroots Human Security Project partner organizations.
- To prepare reports.

(2) Field Survey

- To formulate projects, including explanation of Grant Assistance for the Grassroots Human Security Project and needs survey.
- To study the proposals (credibility of the applicants, activities, financial status, validity of project components / sites / prices and feasibility of the project).

- To monitor the projects under implementation, including status of construction / procurement, coordination with Grant Assistance for the Grassroots Human security Project partners and documentation.
- To assist organizing handover ceremonies and to check the completion of the projects.
- To follow up past projects, including preparation of reports on utilization and management of the facilities / equipment, audit status and effects of the projects.

6. Requirement, Essential Knowledge, Experience and Skills:

- (1) Khmer nationality
- (2) Proficiency in English (Japanese knowledge preferred)
- (3) Computer skills including Microsoft Word, Excel and Power Point
- (4) Honest and self-motivated individual who motivated to work together in a team

7. How to apply

- (1) Application should be submitted to Ms Low Ly Y, the Economic and ODA Section of the Embassy of Japan.

Postal address: P.O. Box 21, Phnom Penh, Cambodia

The embassy's address: No.194, Moha Vithei Preah Norodom, Sangkat Tonle Bassac, Khan Chamkar Mon, Phnom Penh, Cambodia

- (2) The following application documents are required:

- a) Personal statement in English (and/or Japanese)
- b) CV with photo
- c) A copy of academic/career certificate
- d) A copy of photo ID
- e) Specification of expected salary range

8. Application Deadline: 17 November 2017

Only short-listed candidates will be invited for interviews and written tests. For short-listed candidates who work or study abroad, submission of 2 (two) minutes video letter for self- introduction in English and interviews through international call will be offered.

9. Inquiries:

Economic and ODA Section, the Embassy of Japan in Cambodia

Tel: 023 217 161~4 (Ms. Low Ly Y)

E-mail: eco.jpn@pp.mofa.go.jp