

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

16 October, 2020
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 (maximum: 3 years)
3. Duty Station: The Embassy of Japan in Phnom Penh
4. Starting date: 4 January 2021
5. Main Duties:
 - (1) Office work
 - To receive and administer applications for grassroots projects, including correspondence to inquiries and data management related to applications.
 - To translate applications and relevant documents from Khmer to English/Japanese and vice versa.
 - To formulate projects, including explanation of Grant Assistance for the Grassroots Human Security Project and needs survey.
 - To facilitate implementation of the projects and to monitor implemented projects.
 - To contact with applicants for Grassroots Human Security Project partner organizations.
 - To assist organizing handover ceremonies and to check the completion of projects.

- To prepare reports.

(2) Field Survey

- To monitor projects under implementation, including status of construction / procurement, coordination with Grant Assistance for the Grassroots Human security Project partners, documentation and etc.

6. Requirement, Essential Knowledge, Experience and Skills:

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

7. How to apply

- (1) Application should be submitted to the following E-mail address:
eco.jpn@pp.mofa.go.jp
- (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: 2 November, 2020

Only short-listed candidates will be invited for interviews and written tests.
For short-listed candidates who work or study abroad, the interview through Microsoft-TEAMS 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