

Embassy of Japan  
Vacancy Announcement  
(Coordinator of Grant Assistance for Grass-Roots Human  
Security Projects)

28 September, 2023  
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 the Grant Assistance for Grass-Roots Human Security Projects as detailed below:

1. Position Title: Coordinator of the Grant Assistance for Grass-Roots Human Security Projects
2. Type of Contract: 1 year consultant contract (renewable, up to 3 years)
3. Duty Station: The Embassy of Japan in Phnom Penh
4. Starting date: 4 January 2024
5. Main Duties:
  - To support project formulation by communicating with the grant applicants to explain about the grant and application process and to obtain necessary information and data about the proposed projects.
  - To support monitoring the project management of the grant recipients by communicating with them to ensure compliance with the grant contracts and timely submission of reports as well as other relevant documents.
  - To translate documents (applications, reports, letters, etc.) and interpret from Khmer to English / Japanese and vice versa.
  - To assist with organizing grant signing ceremonies.
  - To support arranging the site surveys, and to conduct site surveys (when needed).
  - To provide other relevant supports, as requested.

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
- (5) Strong communication and teamwork skills
- (6) Ability to work independently and under pressure

7. How to apply

- (1) Application should be submitted to the following E-mail address:  
[eco.jpn@pp.mofa.go.jp](mailto: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: 11 October, 2023

**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)

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