

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

17 September, 2026
The Embassy of Japan

The Embassy of Japan in Cambodia is looking for a qualified Cambodian national to fill the position of a Coordinator of Grant Assistance for Grass-Roots Human Security Projects, as detailed below:

1. Position Title: Coordinator of Grant Assistance for Grass-Roots Human Security Projects

2. Type of Contract: 1 year contract (renewable for a maximum of 3 years)

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

4. Starting Date: 4 January 2027

5. Main Duties:

(1) Office Work

- To receive and manage project applications, including responding to inquiries and managing application data.
- To translate applications and relevant documents between Khmer, English and Japanese.
- To formulate projects, including explaining the Grant Assistance for Grass-Roots Human Security Project and conducting needs surveys.
- To facilitate project implementation and monitor implemented projects.
- To liaise with applicants for the Project's partner organizations.
- To assist in organizing handover ceremonies and checking project completion.
- To prepare reports.

(2) Field Survey

- To monitor ongoing projects, including status of construction/procurement, coordination with project partners, documentation, etc.

6. Requirement, Essential Knowledge, Experience and Skills:

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

7. Application Process:

- (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 / professional certificate
 - d) A copy of photo ID
 - e) Specification of expected salary range

8. Application Deadline: 2 October 2026

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

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