

“JOB ANNOUNCEMENT”
PROJECT COORDINATOR
FOR THE JAPAN’S GRANT ASSISTANCE
FOR THE GRASSROOTS/HUMAN SECURITY PROJECTS
(ONE POST)

MAJOR RESPONSIBILITIES:

- a. Supporting tasks for the project coordination, including translation (Khmer/English) in meetings/project site visits, as well as of applications and relevant documents.
- b. Project site visits and reporting.
- c. Drafting letters and relevant documents, and translating newspaper (Khmer/English).
- d. Project data management.
- e. Answering to incoming inquiries about the Grant Assistance for the Grassroots/Human Security Projects.

REQUIRED QUALIFICATIONS:

- a. Cambodian national
- b. Bachelor degree
- c. Fluent in written and oral English
- d. Knowledge in Japanese language is an advantage
- e. Good communication and interpersonal skills
- f. Computer literacy in Microsoft Word, Excel, etc.
- g. Previous experience in project coordination preferable
- h. Physically in good condition for above duties
- i. Reference essential

Please submit a cover letter and curriculum vitae

By 16th September 2014

to:Embassy of Japan

#194 Norodom Boulevard, Phnom Penh

Phone: 023-217-161

E-mailto: eco.jpn=pp.mofa.go.jp

* Please replace “=” to “@” when you send e-mail.

Only short-listed candidates will be contacted for interview.