

**Vacancy for a Coordinator of the Grant Aid for Grassroots and Human Security Project  
Economic Division, Embassy of Japan**

This position is to coordinate the Grant Aid for Grassroots and Human Security Project (GGHSP) of the Embassy. For those who are interested in the opening and fulfill the criteria set out below, please submit your Curriculum Vitae with a recent photo, Certificate of non-Criminal Record, Reference Letter and Medical Certificate by 22nd February, 2019 to:

**The Economic Division  
Embassy of Japan  
P.O. Box 5650  
Addis Ababa**

Application documents will not be returned.

Interviews will form part of the selection procedure.

There is a possibility of written examination in some cases.

**1. Job Description:**

Office work includes:

- (1) to identify and examine Grant Aid applications, including correspondence, inquiries, data management related to such applications,
- (2) to review such applications including their financial evaluations and technical reviews,
- (3) to facilitate implementation of the Grant Aid projects,
- (4) to manage the past projects and projects under implementation,
- (5) to contact and consult with stakeholders of the projects including their applicants, GGHSP partner organizations and community members,
- (6) to develop reports regarding project site visits and project feasibility.

Fieldwork

- (1) to examine proposals (credibility of applicants, activities, financial status, validity of project components/sites/prices and feasibility),
- (2) to monitor projects under implementation, including the status of construction/procurement, coordination with GGHSP partners and documentation,
- (3) to follow up on past projects, including reporting on the utilization and management of facilities/equipment, audit status and effects of the projects, and
- (4) to assist in organizing hand-over ceremonies and to monitor the completion of projects

(5) to undertake information gathering on projects

## 2. Requirements:

- Ability to speak in English/Amharic fluently and write in them coherently
- It is additional advantage be able to speak/write other Ethiopian languages
- Ability to use computer applications such as Microsoft Word, Excel, Power Point, etc.
- Keen interest in development cooperation
- Able to work and cooperate in a multi-cultural environment.
- Flexible and serious working attitude for all kinds of duties.
- Able to work on their own initiative, under supervision and in a team, as required.
- Good analytic and communication skills

## 3. Qualifications

- A Bachelor's degree in economics, development cooperation or other related fields of study, or some other discipline. More advanced degrees are also welcomed.
- (Preferable) Experience in development consultancy or other related fields
- English skills (submit scores of English exams (e.g. TOEFL, TOEIC, IELTS))
- Noncriminal records (submit a certificate of criminal record)
- Good Health(submit a medical certificate)

## 4. Period of the Contract

From April, 2019 to March, 31st, 2020

- The contract can be extended up to three years. The contract needs renewed at the end of each Japanese fiscal year (31st March).

## 5. Salary

Competitive

## 6. Office

The Embassy of Japan in Ethiopia

## 7. Working Days/Hours

Monday to Friday, 8:30-12:30, 13:30-17:15

END