

Position Opening:
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. Those who are interested in the opening and fulfill the criteria set out below, please submit your application.

1. Job Description:

Office work includes

- to identify and examine Grant Aid applications, including correspondence, inquiries, data management related to such applications,
- to review such applications including financial evaluations and technical reviews,
- to facilitate implementation of the GGHSP,
- to manage the projects implemented in the past and ongoing projects,
- to contact and consult with stakeholders of the projects including GGHSP partner organizations and community members,
- to develop reports regarding project site visits and project feasibility.

Fieldwork includes

- to examine applications including credibility of applicants, activities, financial status, validity of project components/sites/costs and feasibility,
- to monitor projects under implementation, including the status of construction/procurement, coordination with GGHSP partner organizations of documentation,
- to follow up on past projects, including reporting on the utilization and management of facilities/equipment, audit status and effects of the projects,
- to assist in organizing hand-over ceremonies and to monitor the completion of projects,
- to gather all necessary and related information on projects

2. Requirements:

- A Bachelor's degree in economics, development cooperation or other related fields of study, or some other discipline. (More advanced degrees are also welcomed.)
- Being fluent in English and Amharic (submitting scores of English proficiency exams are welcomed (e.g. TOEFL, TOEIC, IELTS))
- Capable of using computer applications such as Microsoft Word, Excel, Power Point
- Keen interest in development cooperation
- Ability to work and cooperate in a multi-cultural environment
- Flexible and serious working attitude for all kinds of duties
- Ability to work on his/her own initiative, under supervision and in a team, with the attitude of taking feedbacks and self-improvement

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- Good analysis and communication skills
- [additional advantage] Linguistic ability to speak/write other Ethiopian languages
- [Preferable] Experience in development consultancy or other related fields

3. Period of the Contract

From May, 2025 to March, 31st, 2026

The contract can be extended up to three years (by April 2028). The contract needs to be renewed at the end of each Japanese fiscal year (31st March).

4. Salary

Competitive

5. Office/ Working Days and Hours

Embassy of Japan in Ethiopia

Monday to Friday, 8:30-12:30, 13:30-17:15 (Except for Embassy holidays)

6. Application

(1) Application Submission

<https://forms.office.com/Pages/ResponsePage.aspx?id=-OTFDQ9iEk-CeZE0QXBOFdM2LJnmpbxLoGkmf1rD2clUOTlOQUs4Vkc4Sk5OMjJLWUdFUUZaTkZCVi4u>

(Scan QR Code to access to the form)

(2) Documents to be needed to attach

- Curriculum Vitae with a recent photo
- Certificate of non-Criminal Record
- Reference Letter
- Medical Certificate

(3) Application must be completed and submitted by;

5:00 p.m. Friday, 14th March 2025

Application documents will not be returned. Embassy will invite selected candidate for interviews and written examination (if needed).



END