

**The Embassy of Japan in the Republic of Tajikistan  
Coordinator, Grant Assistance for Grassroots Human Security Projects**



\*KUSANONE means Grassroots Mascot character of GGP

**Deadline for applications: 17 July 2018**

**Location: Dushanbe**

*Grant Assistance for Grass-roots Human Security Projects (GGP) is provided to local governments, educational/ medical institutions and International NGOs in addressing development needs in the areas such as education, health, water supply and the environment. GGP supports projects in the human security sectors at the grassroots level. As of today, GGP has supported **389 projects** in the Republic of Tajikistan, for which more than **US\$ 31.5 million** has been provided since 1996.*

**Key responsibilities:**

- Serves as a liaison between the applicant organizations and the Embassy of Japan by reviewing applications, having discussions with representatives of applicant organizations.
- Prepares and compiles all components of each grant submission, ensuring that the proposal is formatted, packaged and submitted in accordance with the Embassy requirement.
- Provides assistance in project planning, including site visits to assess the needs of local communities, and monitoring projects implementation.
- PR management, including arrangement of ceremonies and preparation of press releases in Tajik, English and Russian.
- Provide detailed reports to the Supervisor and the management with respect to the beneficiary organizations progress.
- Complete and submit interim, final reports and other required paperwork.
- Maintain grant-related reference resources including research files, grant application deadlines, grant reporting schedules, and other information as needed.
- Updates and maintain specialized project database and documents for recording and tracking grant proposals.
- Performs miscellaneous job-related duties as assigned.

**Requirements:**

- Knowledge of government and non-government grant programs.
- University degree along with minimum 2 years' experience in development assistance.
- Strong will to contribute to local communities through Japan's grant assistance.
- Strong project management and coordination skills.
- Fluency in verbal and written English, Tajik and Russian is essential.
- Proficiency in computer programs (Word, Excel, and PowerPoint).
- Knowledge in agricultural, medical and architectural spheres would be an advantage.
- Must be in good health to travel to remote areas of Tajikistan.

**Note:**

**The position is outsourcing contract with maximum 3 years employment period.**

**No insurance provided**

**Application Process:**

Interested candidates should submit their CV and Cover Letter (curriculum vitae) to the email: [kentaro.tahara@db.mofa.go.jp](mailto:kentaro.tahara@db.mofa.go.jp) or to the Embassy of Japan in Dushanbe at the address: 80A H. Nazarov Street, Dushanbe **by 17 July, 2018.**