

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: 27 November 2024

Location: Dushanbe

*Grant Assistance for Grass-roots Human Security Projects (GGP) is provided to local governments, educational/ medical institutions and International/national 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 **462 projects** in the Republic of Tajikistan, for which more than **US\$ 38.3 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.
- Provides detailed reports to the Supervisor and the management with respect to the beneficiary organizations progress.
- Completes and submits interim, final reports and other required paperwork.
- Maintains grant-related reference resources including research files, grant application deadlines, grant reporting schedules, and other information as needed.
- Updates and maintains specialized project database and documents for recording and tracking grant proposals.
- Performs additional job-related duties as assigned.

Requirements:

- Knowledge of government and non-government grant programs would be an advantage.
- 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 legal, accounting, 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.

The contract period will start in the beginning of January 2025.

Application Process:

Interested candidates should submit a cover letter, CV, and a copy of your passport ID page to the email: hinako.kikuchi@db.mofa.go.jp or to the Embassy of Japan in Dushanbe at the address: 80A H. Nazarov Street, Dushanbe **by 27 November 2024.**

Only shortlisted candidates will be contacted.