

The Embassy of Japan in Tajikistan
We are now accepting applications.
Coordinator, Grant Assistance for Grassroots Projects



*KUSANONE means Grassroots Mascot character of GGP

Deadline for applications: 10 September 2026

Location: Dushanbe

*Grant Assistance for Grassroots Projects (GGP) is provided to local governments and educational/medical institutions 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 **474 projects** in the Republic of Tajikistan, for which more than **US\$ 39.9 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 and live translation 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:

- 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 of government and non-government grant programs would be an advantage,
- General knowledge in legal, accounting, medical and architectural spheres would be an advantage,
- Must be in good health to overnight travel to remote areas of Tajikistan.

Note:

The position is outsourcing contract.

No insurance provided.

The contract period will start in the beginning of November 2026.

Application Process:

Interested candidates should submit a cover letter, CV, and a copy of passport ID page to the email: aoi.saiuchi-2@db.mofa.go.jp or to the Embassy of Japan in Tajikistan at the address: 2F 53/71 Shohtemur Street, Dushanbe **by 10 September 2026.**

Only shortlisted candidates will be contacted.