

## Job Vacancy in the Embassy of Japan (Economic Section)

The Embassy of Japan is seeking an individual for the position of **Project Coordinator** in the Economic section for Grant Assistance for Grassroots Projects. The detail is as below:

**1. JOB TITLE:** Project Coordinator

**2. JOB DESCRIPTION:** Duties and tasks will include following:

Responsibility for work under the overall guidance of the Japanese coordinator

- Scrutinize proposals submitted from Indian NGOs to the Embassy.
- Analyze the management and implementation plan.
- Providing technical assistance to NGOs / Charitable trusts to manage and implement project activities as per prescribed guideline.
- Independently monitor the projects, including by way of field visits if deemed necessary by Embassy.
- Overall arrangements for ceremonies and any visits requested by the Embassy
- Report progress of projects to the Embassy.
- Any other duties requested by the Embassy.

**3. WORK HOURS & LOCATION:**

Monday to Friday, from 9:00 to 17:30, At the Embassy of Japan, 50-G, Chanakyapuri, NewDelhi (You will be entitled to 20 paid leaves per year.)

**4. QUALIFICATIONS REQUIRED:**

- a) BA degree or above, preferably in the field of development.
- b) Accounting knowledge
- c) 2 years experience of project/grant management would be welcomed.
- d) Administrative experience and computer skills (MS-WORDS and Excel)
- e) Full command in English and Hindi, particularly good writing skills in English.
- f) Able to take initiatives and responsibilities.
- g) Ability to work cooperatively with partners and seniors.

**5. SALARY:**

The starting salary will be determined according to qualifications and experience.

**6. CONTRACT TERM:**

**From 1st September 2019 till 31st August 2020** (term can be extended up to **3 years by mutual consent**).

\*The first date of work is subject to change.

**7. HOW TO APPLY:**

Those who wish to apply for this job are requested to send the following documents to [jpemb.ggp@nd.mofa.go.jp](mailto:jpemb.ggp@nd.mofa.go.jp) by email or mail to 50G, Chanakyapuri, New Delhi, Economic Section, GGP unit (marked Application for vacancy in GGP Unit) **by 1st July 2019.**

1. Recent Photo	7. Academic background including a brief
2. Name	summary of your dissertations or papers
3. Birthday	if any
4. Address (also distance from the Embassy)	8. Job Experience
5. Phone Number and Email ID	9. Level of English and Hindi language
6. Marital Status	10. Reason to apply

**Note: Only the shortlisted applicants will be contacted for the interview.**

**No telephonic enquiries will be entertained.**