

## 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 (GGP). The detail is as below:

**1. JOB TITLE:** Project Coordinator

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

Responsibility for work under the overall guidance of the Japanese coordinator (Supervisor)

- Scrutinize proposals submitted from the applicants (e.g., Non-Profit Organizations) to the Embassy.
- Analyze the management and implementation plan.
- Providing technical assistance to the applicants or the recipient organizations to manage and implement project activities as per prescribed guidelines.
- Independently monitor the projects, including field visits requested by the Embassy.
- Overall arrangements for ceremonies and any visits requested by the Embassy
- Report and record the progress of projects to the Embassy.
- Facilitate relevant information/suggestions to GGP coordinators at the Japanese Consulate-Generals in India.
- 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, New Delhi

(You will be entitled to 20 day paid leaves per year.)

**4. QUALIFICATIONS REQUIRED:**

- a) BA degree or above, preferably in the field of development or social work.
- b) Accounting knowledge
- c) 2 years' experience of project/grant management would be welcomed

- d) Working experience in Non-Governmental Organizations would also be welcomed.
- e) Administrative experience and computer skills (MS-WORDS and Excel)
- f) Full command in English and Hindi, particularly good writing skills in English.
- g) Able to take initiatives and responsibilities.
- h) 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 2022 till 31st March 2023 (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 the Embassy of Japan, 50G, Chanakyapuri, New Delhi, Economic Section, GGP unit (marked Application for vacancy in GGP Unit) by 1st July 2022.

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

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

**No telephonic enquiries will be entertained.**