

## **Employment: Grant Assistance for Grassroots Human Security Projects**

The Embassy of Japan in Rwanda opened one vacancy of the external project coordinator for the "Grant Assistance for Grassroots Human Security Projects" (hereinafter referred to as "GGP") in Burundi.

### **1 The Grant Assistance for Grassroots Human Security Projects (GGP)**

The Government of Japan provides GGP which is intended to give the grant to non-profitable organizations (local governments, NGOs, etc.) in order to respond to the diverse development needs in Burundi. For more details, please refer to the following information:

<https://www.mofa.go.jp/mofaj/gaiko/oda/files/000071826.pdf> (English)

<https://www.mofa.go.jp/mofaj/gaiko/oda/files/000071827.pdf> (Français)

### **2 Duties of the External Project Coordinator**

Based on the contract with the Embassy, the external project coordinator will mainly work in;

- (1) coordinating projects by receiving project application forms and communicating with relevant parties, including applicant organizations, central and local government, etc,
- (2) conducting surveys through site visits,
- (3) arranging signing ceremonies of Grant Contracts and handover ceremonies for selected projects,
- (4) receiving and assessing external audit reports and reports from the recipient organizations,
- (5) supervising, monitoring, evaluating and following up the granted projects,
- (6) working on other GGP-related tasks.

Since GGP is one of the development policies by the Government of Japan, policy decisions such as selection of grantees and projects, provision of grants are made by the Embassy of Japan. Therefore, the external project coordinator is in charge of preliminary surveys, coordination with applicant organizations, assessing reports, monitoring and evaluation, which are necessary processes for the Embassy to make policy decisions. The Embassy and the external project coordinator will share information every time and handle GGP together. The external assignment must

be confidential, and information obtained through GGP work must not be disclosed.

### **3 Form of Contract, etc.**

#### **(1) Contract Type**

The external project coordinator is not employed by the Embassy. He or she is contracted by the Embassy for which the Embassy monthly pays a fixed retainer fee for the duration of the contract. For example, the Embassy will not arrange for health and accident insurance, pension.

#### **(2) Amount of honorarium**

The amount of the honorarium will be determined in accordance with the Embassy's regulations and based on the applicant's ability and experience.

#### **(3) Contract period**

The period of the assignment will start **after December 2024(specific dates to be agreed by the Embassy and the perspective contractor)**. The contract is of one year and may be renewed for up to three years upon mutual agreement and according to the budgetary situation of the Embassy.

#### **(4) Location, Hours, etc.**

- In accordance with instructions by the Embassy of Japan in Rwanda, the consultant will work remotely. When he/she is requested to travel to project sites and other destination based on instruction of the Embassy, the expenses will be paid separately in accordance with the rules and regulations.

- The consultant will be required to submit monthly GGP reports. The report includes monthly goals and achievements of each month, then must be confirmed by the Embassy at the end of the month.

### **4 Application Requirements**

(1) Inhabitant in Burundi(preferable in Bujumbura)

(2) University degree or equivalent.

(3) High Ability to speak and write in English and French

(4) Knowledge and experience in development cooperation

(5) Ability to use Word, Excel, and other computer functions necessary to prepare reports.

(6) Highly motivated, understanding of others, proactive and patient

(7) Healthy in mind and body

## **5 How to apply**

(1) Please send the following application documents to the e-mail address below by September 30, 2024 (Monday).

Candidates who pass the screening will be notified by email in the first week of October 2024 and be invited to take a written test and an online interview.

(2) Personal information submitted will be used exclusively for the purpose of selection and applications will be kept strictly confidential.

- a. Curriculum vitae with a photograph attached (to be completed in English. Handwritten resumes will not be accepted.)
- b. Copies of official certificates indicating your language level (Please attach the latest one, if available).
- c. Motivation letter (in English; approximately 1 to 2 A4-size pages)

(3) Email : [applications@kq.mofa.go.jp](mailto:applications@kq.mofa.go.jp)