

Contract commission on Grant Assistance for Grassroots Human Security Projects (GGP) available at the Embassy of Japan : Vacancy (1 post)

Position: Commissioned Contractor

Working Hours: Flexible

Location: Working at the Embassy of Japan in Pretoria is required as necessary

Employment Type: 1 year contract, subject to renewal up to 3 years in total

Fee : Determined upon the regulation of the Embassy of Japan based on educational background and experience

Application Deadline: 20 August 2023

Interviews: 25 August – 28 August, 2023 (panel interview at the Embassy of Japan)

Start Date: November 1, 2023 (TBC)

Job Details:

The Embassy of Japan seeks a highly qualified person who can perform as a commissioned contractor for the GGP scheme. The candidate will be required to support Japanese diplomats posted in South Africa, Pretoria, as well as working within a team of locally employed staff to support the implementation of GGP work.

DESCRIPTION

【Job Description】

General tasks

- (1) To receive applications and manage data related to applications,
- (2) To technically review applications,
- (3) To facilitate the implementation of ongoing projects,
- (4) To monitor past and ongoing projects,
- (5) To contact and consult with GGP applicants and implementing organizations, and
- (6) To prepare reports

Specific project-related tasks

- (1) To conduct preliminary field surveys,
- (2) To conduct monitoring surveys in the field monitor the projects(e.g. progress monitoring, mid-term monitoring and confirmation of completion of the projects),
- (3) To conduct follow-up surveys in the field on the completed projects,
- (4) To assist organizing the ceremonies (e.g. signing ceremonies for grant contracts, inauguration ceremonies, etc.), and
- (5) To collect other information related to the GGP.

【Qualifications and Experiences】

- A Bachelor's degree in Economics, International Relations (or equivalent) and 2 years of experience in the same field.

- Or, a Master's degree in Economics, International Relations (or equivalent) and 1 year of experience in the same field.

【Competences】

- Excellent English skills (writing /speaking) is required
- Experience of Japan, and Japanese language skills, would also be highly preferable.
- Strong cooperation communications skill
- Computer skills (MS Word, Excel, Outlook and PowerPoint)
- Team work
- Time management and working under pressure
- Fundamental understanding of economics and SA-Japan politics and businesses.
- Decision making skills and discretion to help build networks with governments of South Africa / Eswatini/ Lesotho and other organisations

How to Apply:

Interested candidates should submit a CV (as detailed as possible) and **a CV summary using exclusively the format to be downloaded from the Embassy's website as below** along with your current salary, daytime telephone number and email address by **Sunday, 20 August, 2023 to economic@pr.mofa.go.jp**

*The CV summary format template must be downloaded from the following URL:

[https://www.za.emb-japan.go.jp/files/CV_SUMMARY\(2023_GGP\).docx](https://www.za.emb-japan.go.jp/files/CV_SUMMARY(2023_GGP).docx)

*Only shortlisted candidates will be contacted for interview.

* Please note that submitted documents will NOT be returned.

Important Notice:

- When it is necessary to work at the embassy, commuting to the embassy must be done by him/herself, at his/her own cost with their own transportation means. Residing in Tshwane or Johannesburg city is required.
- Japanese language skills will be highly considered in the process of selection.

Notes:

- The Embassy will draw up a shortlist on the basis of the application documents. Applicants on the shortlist will be invited to an interview (date to be announced).
- It is the Embassy's policy that we do not give any kind of feedback of the interviews.

All enquiries regarding this job vacancy must be made by email.

For enquiries contact: economic@pr.mofa.go.jp

Economic Section
Embassy of Japan in South Africa