Contract commission on Grant Assistance for Grassroots Projects (GGP) at the Embassy of Japan

Number of vacant posts: (1)
Position: Commissioned Contractor

3. Terms and Conditions
(1) Working Hours: Flexible
(2) Location: Embassy of Japan, Groenkloof, Pretoria, South Africa
(3) Employment Type: 1 year contract, subject to renewal up to 3 years in total
(4) Salary: Determined upon the regulation of the Embassy of Japan based on educational background and experience
(5) Work Coverage: South Africa, Lesotho, Eswatini

Application Deadline: Friday, 20 November (2026)
* Applications submitted after the deadline will not be reviewed.

Interviews: Tuesday 01 and Wednesday 02 December 2026
(panel interview at the Embassy of Japan to only selected candidates)

Expected Date of Contract: Monday, 5 January 2027
* Specific date will be discussed with the candidate.

Job Expectations:
The Embassy of Japan seeks a highly qualified person who can perform as a commissioned contractor for the GGP scheme. You 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.

【Main Areas of Work】
General tasks
(1) Receiving applications and manage data related to applications
(2) Technically reviewing applications
(3) Facilitating the implementation of ongoing projects
(4) Monitoring past and ongoing projects
(5) Contacting and consulting with GGP applicants and implementing organisations
(6) Preparing reports

Specific project-based tasks

(1) Conducting preliminary field surveys.

(2) Conducting monitoring surveys in the field/ monitor the projects(e.g. progress monitoring, mid-term monitoring and confirmation of completion of the projects).

(3) Conducting follow-up surveys in the field on the completed projects.

(4) Assist in organising the ceremonies for the projects (e.g. signing ceremonies for grant contracts, inauguration ceremonies, etc.), and

(5) Collecting other information related to the GGP.

【Qualifications and Experiences】

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

【Competencies】

- Have an interest in implementing community development projects
- Understand grant management processes and reporting
- Excellent English skills (writing /speaking) is required.
- Strong cooperation and communication skills to work in a team.
- Experience working in an intercultural environment
- Good experience with speech writing and formal document drafting/editing.
- Computer skills (MS Word, Excel, Outlook and PowerPoint).
- Time management and working under pressure.
- Fundamental understanding of social development, economics and SA-Japan politics and businesses environment.
- Helping build networks with government organisations of South Africa / Eswatini/ Lesotho and other organisations.
- Experience related to Japan and Japanese language skills are preferred, but not required.
- Local languages skills are preferred.
- Willingness to travel
- Attention to detail

1. How to Apply:

Interested candidates should submit the following information before the application deadline (17:00, Friday 20 November 2026) to economic@pr.mofa.go.jp.

PLEASE WRITE; **GGP Commissioned Contractor** in the subject line

(1) Your CV (as detailed as possible)
(2) **Your CV summary using exclusively the format to be downloaded from the Embassy's website as below.**
https://www.za.emb-japan.go.jp/en/whatsNew/CV SUMMARY.docx
(3) Your cover letter explaining how you are able to meet the requirements for the position.
(4) Your current salary.
(5) Your daytime telephone number.
(6) Your email address.
(7) Reference persons for your current and previous employment (name, title, organisation, daytime telephone number).

*The CV summary format template must be found **at the end of this announcement**:

*Only shortlisted candidates will be contacted for interview. If you have not been contacted in two weeks of the application deadline, please consider your application to be unsuccessful.
* Please note that submitted documents will NOT be returned.

Notes:
・All applicants must be in possession of a South African ID or Work Permit.
・All applicants must be a resident of Pretoria within 25kms of the Embassy of Japan.
・Commuting to and from the Embassy is the responsibility of the employee.
・The Embassy might conduct a reference check with current and previous employers for those candidates with previous working experience.
・The Embassy will make a shortlist on the basis of the application documents. Applicants on the shortlist will be invited to an interview and a written assessment (date to be announced). (Please note that those not selected as candidates will not be contacted.)
・The Embassy will not provide any feedback on the selection process.

All enquiries regarding this job vacancy must be made by email. For enquiries please contact **kone.mukwevho@pr.mofa.go.jp**

Economic and Development Section
Embassy of Japan in South Africa