

EMBASSY OF JAPAN IN THE REPUBLIC OF UZBEKISTAN

Information on vacancy

POST: Program Coordinator of “Grant Assistance for Grassroots Human Security Projects”

About the work

1.GAGHSP and Program Coordinator

Since 1995, Embassy of Japan in the Republic of Uzbekistan implements “Grant Assistance for Grassroots Human Security Projects (GAGHSP)”, which aims at improving Basic Human Needs at Grassroots level. The Program Coordinator of GAGHSP will be engaged in coordinating the program on the basis of contract with the Embassy.

2.Required number of the post

1(one)

3.Role

Role of the Program Coordinator includes;

- Advising and supporting applicants for GAGHSP to form suitable projects,
- Checking and sorting out documents submitted,
- Preparing a signing ceremony,
- Monitoring implementation of projects, and
- Conducting primary inspection of new projects, interim and final monitoring of the implemented projects and follow up completed projects.

4. Working Conditions

4.1. Period of Contract

From May 2019 to 31 March 2020

Actual date of signing contract will be determined in consultation with the Embassy.

4.2. Payment for the duties

The payment will be determined according to the regulations of the Embassy.

4.3. Working hours

Working hours are based on that of the Embassy staff. Business trips might be arranged beyond the range of the regular working date and hours.

Requirements to the candidate

1. Nationality

Citizen of the Republic of Uzbekistan

2. Professional requirements

2.1. Language

Good oral, writing and translating ability in Uzbek, English and Russian.

Knowledge of Japanese is not essential condition but highly welcomed.

2.2. Computer literacy

Sufficient skills to utilize applications (Word, Excel, Power Point).

3. Other requirements

3.1. Resident registration in Tashkent City

3.2. Having enough interest and morale to promote Japan-Uzbekistan relationship and social-economic development of Uzbekistan.

3.3. Being in good health both physically and mentally

3.4. Ability to adapt to the foreign cultures and excellent communication skills

Application Procedure

1. Applicants are required to submit following documents till 6:00 pm of 13 March 2019.

1.1. Curriculum Vitae

CV must be described in English and include following information;

-Full name

-Photo

-Date of birth

-Present address

-Phone number

-Career

-List of Certifications and licenses

1.2. Essay in English (1-2 pages)

The Essay is required to include applicant's personal history and motive to apply.

1.3. Copy of passport

1.4. Copy of the certifications and licenses

2. Schedule

-Deadline for application: **6:00 PM of 13 March 2019**

-First selection: Screening by CV

(The result will be informed late March.)

-Second selection :Examination on Language (English and Russian/Uzbek)

-Final selection :Interview

All the documents for application are required to be sent in attachment files of E-mail to the following addresses. You can refer to the addresses for inquiries about the recruitment as well.

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