

Information on vacancy

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

(Embassy of Japan in the Republic of Uzbekistan)

About the work

1. GAGHSP and Program Coordinator

Since 1995, the Embassy of Japan in the Republic of Uzbekistan implements the “Grant Assistance for Grassroots Human Security Projects (GAGHSP)”, which aims at improving Basic Human Needs at Grassroots level.

The Program Coordinator will perform tasks related to the formation and implementation of the GAGHSP based on a contract with the Embassy.

2. Required number of the post

1 (one) person

3. Role

Role of the Program Coordinator includes;

- Advising and supporting applicants for GAGHSP to formulate suitable projects,
- Reviewing and sorting out documents submitted,
- Preparing documents necessary for the project approval,
- Supporting the preparation for signing ceremonies,
- Monitoring progress of projects, and
- Conducting field survey (preliminary investigation of new projects, interim monitoring, project completion check, and follow-up monitoring of completed projects) as necessary.

4. Working Conditions

4.1. Period of Contract

From July 1, 2024 to March 31, 2025

* The period of contract may be extended after April 2025 for those with outstanding performance, subject to agreement with the Embassy.

4.2. Payment for the duties

The payment will be determined in accordance with the regulations of the Embassy and

taking into consideration the candidate's knowledge/experience.

(For reference, there is a precedent of approximately 950 US dollars. However, this does not guarantee a contract for the same or higher amount.)

4.3. Working hours

Working hours are in accordance with business hours of the Embassy.

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, Russian and English.

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 motivation 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

3.5. Work experience in the field of development cooperation is welcomed.

Application Procedure

1. Applicants are required to submit following documents till 6:00 pm of 25 April, 2024.

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 in A4 size)

Prepare an essay including applicant's personal history and motive to apply to GAGHSP Program Coordinator.

1.3. Copy of passport

1.4. Copy of the certifications and licenses

2. Schedule

- Deadline for application: **6:00 PM of April 25, 2024**
- First selection: Document Screening
(The result will be informed in early May.)
- Second selection: Examination on Language (English, Russian, and Uzbek)
- Final selection: Interview

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

Ms. TAKITA Tae, First Secretary

E-mail address: uzshien@ts.mofa.go.jp