

Consulate General of Japan

is hiring

ONE (1) LOCAL PROGRAM COORDINATOR

for

the Grant Assistance for Grassroots Human Security Projects (GGP) Team

Background:

The GGP is a grant scheme under the Official Development Assistance (ODA) of the Government of Japan that supports small-scale projects directly benefiting local communities and people at the grassroots level as well as contributing to the socio-economic development.

For more information, please refer to its website: https://www.davao.ph.emb-japan.go.jp/itpr_ja/11_000001_00229.html

Duties and Responsibilities:

- 1) Project evaluation including appraisal of small rural infrastructure projects involving the following sectors: agriculture, education, health and water system.
- 2) Coordination with proponents to implement projects.
- 3) Project management and monitoring.
- 4) Logistics and administrative support.

Qualifications:

- 1) Graduate of a four-year course, preferably in Social Science, Public Policy and Planning, Economics and Development Management or other related courses.
- 2) With at least three (3) years' work experience in project evaluation and monitoring on the areas mentioned above with/at international donors will be an advantage.
- 3) Work experience in evaluating small rural infrastructure projects and knowledgeable in the assessment of engineering plans and designs is highly preferable.
- 4) Highly proficient in English, Tagalog and Visaya, both oral and written communication.
- 5) Knowledgeable in computer applications (Excel, Word, Power point).
- 6) Willing to travel around Mindanao including conflict affected areas.
- 7) Knowledge about government accounting and procurement is an advantage.
- 8) Residing near Davao is an advantage in consideration of the community quarantine measures in place.
- 9) Proficiency in Japanese (especially skills of reading and writing) is advantage.
- 10) Highly proactive personality toward learning and working.

Please send your application letter together with your comprehensive curriculum vitae including work related references with contact numbers on or before December 26, 2021. Do not submit copies of your transcript of records, sample of your publication works and any other documents not asked for.

Consulate General of Japan in Davao(GGP)

4th Floor, B.I. Zone Building J.P. Laurel Avenue, Bajada 8000 Davao City

E-mail: ggp.dvo@ma.mofa.go.jp

Notes:

- Expected duration of the initial contract is from the beginning of April 2022 to the end of March 2023 . The contract is extendable up to three years.
- Subject of the email should be PO2022_Surname of applicant.
- Only shortlisted applicants will be invited for an examination and interview.
- Personal delivery of applications will not be entertained.
- Only applicants who passed the initial screening will be contacted for further assessment.
- NBI clearance might be required to be submitted for those who pass the final interview.