

23rd October 2018

**Job Vacancy:**  
**Grant Assistance for Grassroots and Human Security Project (GGP)**

Embassy of Japan in Nigeria

The Embassy of Japan in Nigeria is seeking for the bright applicants to fulfill the position of a *Project Coordinator* of Grant Assistance for Grassroots and Human Security Project (GGP).

- Duties
  - Evaluation of project proposals for GGP etc.;
  - Feasibility study for project formation, overall project management, project monitoring (midterm, completion, follow-up, etc.), preparation for the ceremony etc.;
  - Documentation (call for application, GGP outline, PR etc.), information selection, etc..
  
- Type of Contract:
  - Contract of Mandate (NOT employment)
    - Working Hours: 8:00-17:30 (Monday to Thursday) / 8:00-12:45 (Friday) (negotiable)
    - Holiday: Saturday, Sunday and Embassy's holiday
  
- Location
  - Embassy of Japan in Nigeria (No9., Bobo Street (Off Gana Street), Maitama, Abuja, FCT, Nigeria)
  - You may have 1-5 days field researches in Nigeria once or twice per month
  
- Position Period:
  - December 2018 – March 2019 (renewable maximum 3 years based on the consultation between the Embassy and the consultant)
  
- Requirement:
  - Fluency in English (Japanese preferable) ;
  - Minimum of Master's Degree in the relevant fields including development, politics, economics, architecture and civil engineering;
  - Minimum two years of working experience in the relevant field ;
  - Excellent skills in project management (communication, coordination and reporting);
  - Excellent knowledge in Microsoft Office suite (Word, Excel, PowerPoint, Outlook);
  - Knowledge and experience in the field of development assistance, preferable.

- Compensation
  - Payment: paid every month by the Embassy (the amount shall be determined on the basis of certain criteria considering applicant's abilities, work experience etc.)
  - Any allowance including transportation, housing, insurance etc. will NOT be paid.
  
- How to Apply: Interested Candidates for this position must submit the following for consideration of the application to Mr. Tatsuya IMAMURA (oda-local@la.mofa.go.jp) ONLY by email:
  - Personal statement;
  - Statement of Purpose;
  - CV with photo attached;
  - A copy of Identification card;
  - A copy of your final academic certificate.
  
- Closing Date
  - 4th November 2018 no later than 17:30
  
- Application Information
  - All documents submitted will not be returned and will only be used for the recruitment purpose. They will be kept confidential and will not be disclosed to the public without approval from the applicants.
  - Your email address and mobile number shall be mentioned in your CV for the purpose that the Embassy may contact you in the daytime to inquire the details of your submitted documents.
  - Only shortlisted candidates will be called for the interviews at the Embassy of Japan in Abuja.
  
- Contact:
  - Embassy of Japan in Nigeria (Tatsuya IMAMURA (Mr.))
    - Address: No9., Bobo Street (Off Gana Street), Maitama, Abuja, FCT, Nigeria
    - Tel: +234 (0)90-6000-9019 or (0)90-6000-9099
    - Email: oda-local@la.mofa.go.jp