

## **Embassy of Japan in Ghana**

### **- Job Announcement -**

- OPEN TO: All Interested Candidates below 35 years old
- POSITION: Project Coordinator for Grant Assistance for Grassroots Human Security Projects (GGHSP)
- NUMBER OF POSITIONS: One (1)
- OPENING DATE: February 20, 2017
- CLOSING DATE: March 6th, 2017 at 12:00 p.m
- WORK HOURS: Monday to Thursday (8:30am – 5:00pm)  
Friday (8:30 -12:30)
- WORK PLACE: Embassy of Japan in Ghana  
Fifth Avenue Extension, West Cantonments, Accra
- CONTRACT FEE: Between 1,000 ~ 1,200 USD/month

### **I. INTRODUCTION OF GGHSP:**

Since 1973, the Government of Japan has extended a large amount of bilateral economic assistance to the Republic of Ghana. Since all the projects of this kind are large-scale, the Small Scale Grant Assistance Programme (SSGA) was introduced in 1989 in order to support non-governmental organizations and communities carry out their independent projects to enhance economic and social development activities.

The SSGA Programme was re-organized in 1996 as Japan's Grant Assistance for Grassroots Human Security Projects (GGHSP). To date, this Programme has benefited over a total of 300 projects across the length and

breadth of Ghana and has enjoyed an excellent reputation for its flexible and timely support.

The Project Coordinator for GGHSP is expected to work for coordinating such projects with the Embassy officials under the contract.

## **II. MAJOR DUTIES AND RESPONSIBILITIES**

### A. Office work

- (1) to receive and manage applications, including correspondence to inquiries, data management related to applications,
- (2) to review application including cost evaluation and technical aspects,
- (3) to facilitate implementation of the projects,
- (4) to administer the past projects and the projects under implementation,
- (5) to contact and consult with applicants and GGHSP partner organizations,
- (6) to prepare relevant reports, and
- (7) to assist relevant ceremonies

### B. Field Survey

- (1) On-site inspection of short-listed applications,
- (2) Interim monitoring of the projects,
- (3) Follow up monitoring of the projects in the past, and
- (4) Assist organizing handover ceremonies and to check the completion of the projects

## **III. QUALIFICATIONS REQUIRED:**

Successful applicants must address each required qualification listed below with specific information and documentation supporting each item. Failure to do so may result in a determination of the application screening.

- (1) Education:  
Bachelor's Degree  
(Minimum GPA: 3.0(First class or Second Class Upper))

- (2) Prior Work Experience:  
Experience in development cooperation, project management, donor coordination and any other related field are preferred.
- (3) Language Proficiency (level and specialization):  
English proficiency  
Japanese language skill will be an advantage.
- (4) Skills and Abilities:
- Good communication, interpersonal, teamwork, and leadership skills.
  - Ability to interact and work effectively with relevant organizations.
  - Ability to prepare reports and technical briefings.
  - Ability to plan, organize, and implement complex research projects and to prepare accurate and analytical reports and recommendations.
  - Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required.
  - Ability to prioritize activities with minimal supervision and work effectively under pressure.
  - The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY AND HIGH ETHICAL STANDARDS.
  - Good physical condition to carry out field surveys in rural area.
  - Field research.
  - Attention to detail.

#### **IV. TERMS OF APPOINTMENT:**

This will be a contract from April, 2017 to the 31st March, 2018, with an option to extend (maximum 3 years).

#### **V. APPLYING:**

Qualified candidates should send:

- (1) A formal application letter or cover letter;
- (2) CV with one passport size photo and Contact information;
- (3) Photocopies of all professional certificates and degree(s);
- (4) Self-Introduction (1page of A4 sheet);
- (5) Statement of Interest (1page of A4 sheet);

## **VI. SUBMIT ALL APPLICATION MATERIALS TO:**

[grassroots.japan@ar.mofa.go.jp](mailto:grassroots.japan@ar.mofa.go.jp) (by e-mail)

All the application documents MUST be in PDF format. The email subject heading must read:

“Application: Project Coordinator for GGHSP (applicant’s name)”

## **VII. SELECTION PROCESS**

### (1) First process

5~10 candidates will be selected by examining their application documents. Only shortlisted candidates will contact by the Embassy.

### (2) Second process

Test for PC skills, writing letters etc.

### (3) Final process

An interview by the Embassy officials.