

- Announcement of Job Opportunity for a Project Coordinator -

POSITION: Project Coordinator for Grant Assistance for Grassroots Human Security Projects (GGHSP)

NUMBER OF POSITIONS: One (1)

CLOSING DATE: 18 January, 2026 at 12:00 pm

WORK HOURS: Monday to Thursday (8:30 am – 5:00 pm)
Friday (8:30 am -12:30 pm)

WORK PLACE: Embassy of Japan in Ghana
Dr. Hideyo Noguchi Street, West Cantonments, Accra

Monthly Salary: Above 1,100 USD

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, new scale of the Small Scale Grant Assistance Programme (SSGA) was introduced in 1989 to provide support for non-governmental organizations and communities based organizations to carry out their independent projects and to enhance their 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 provide consultancy service to coordinate such projects with the Embassy officials under the contract.

II. MAJOR ASSIGNMENTS AND RESPONSIBILITIES

A. Office assignments

- (1) to receive and manage applications, including correspondence to inquiries, data management related to applications,
- (2) to review application by conducting evaluation on the cost and technical aspects of the potential project,

- (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 termination 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
- (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 16 to 31 March, 2026, and subject to renewal from April, 2026 to March, 2027 at the Embassy's discretion with an option to extend maximum 3 years.

V. APPLYING:

Qualified candidates should send:

- (1) Curriculum Vitae (Name, D.O.B, Contact details, Academic/ Employment History, Qualifications, etc.)
- (2) Photo ID (Passport, etc.)
- (3) Graduation certificate or degree certificate
- (4) Self-Introduction (1 page of A4 sheet);
- (5) Statement of Interest (1 page of A4 sheet);

VI. SUBMIT ALL APPLICATION MATERIALS TO:

recruit@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 shortlisted by examining their application documents. Only shortlisted candidates will be contacted by the Embassy.

(2) Second process

An interview by the Embassy officials.

Test for PC skills, writing letters etc.