

CALLING FOR APPLICATIONS for GGP Consultant

The Embassy of Japan

The Embassy of Japan seeks a suitable candidate for the position of Consultant for its Grassroots Human Security Projects (GGP).

Required Qualifications and Experience

1. Bachelor's Degree in Development or related fields. A Master's Degree is preferred.
2. A minimum of three years' experience in development. Experiences in project management and donor agencies will be added qualifications. Field experiences are assets.
3. Excellence in report writing, time management, and field monitoring.
4. Excellent interpersonal skills are required. The ability to build good relationships with NGOs and relevant Government officials is essential.
5. Advanced English writing and speaking skills mandatory. Fluency in Sinhala and Tamil required.
Especially, communication skill in Tamil at field monitoring required.
6. Excellence in use of Microsoft Office Computer applications.

Term and Salary

From 1st March 2023 to 31st March 2023 (Possibility to extend up to February 2026).

Salary will be offered based on the qualifications and experiences of the applicant.

Working location: Embassy of Japan (Colombo 2) + occasional trips to the project sites.

Application

Interested candidates should submit their resume including statement of purpose to the odajpn@co.mofa.go.jp or the following address before 15th January, 2023.

Only selected candidates will be called for interview.

Embassy of Japan

Economic Cooperation Section

4th floor, M2M Veranda Office, No. 34, W.A.D. Ramanayake Mawatha,

Colombo 2, Sri Lanka

Job Description

Project Management Officer (Consultant) – Grant Assistance for Grassroots Human Security Projects (GGP)

This position is basically based in Colombo but with project monitoring visits around the country once in three months. The main tasks of this position are,

- Monitor, follow up and maintain day today correspondence with all matters related to GGP projects
- Liaise with external parties on GGP grant scheme
- Receive new project proposal ,maintain data base and provide relevant information for Project Proposal Review Meetings
- Draft speeches, Press Releases and other required documents for Grant Signing Ceremonies
- Interpret Sinhala or Tamil in English at field monitoring
- Draft letters, reports, memos and other required documents as and when needed