

Vacancy Announcement for a Local Consultant to Support Grass-Roots Grant Assistance

1 Vacancy Information

(1) Job title Consultant for Grant Assistance for Grass-Roots Human Security Projects*

*This position is on a contractual basis, which is different from Embassy local staff.

(2) Country Bangladesh (Dhaka)

(3) About GGHSP

The Grant Assistance for Grass-Roots Human Security Projects (GGHSP) began its operation in Bangladesh in 1989. GGHSP is a framework that essentially supports local NGOs and local public organizations that are working in eligible countries and regions, rather than the governments of those countries, in order to respond to various development needs in a prompt and precise manner, but on a comparatively small scale. For more information, please visit:

https://www.bd.emb-japan.go.jp/itpr_ja/11_000001_00179.html

2 Vacancy Description

(1) Key roles and responsibilities

- Respond to general inquiries about the GGHSP.
- Review GGHSP applications and further examine short listed applications.
- Gather additional information through direct communication with applicants.
- Assess applicant's financial status to understand sustainability of the proposed projects.
- Conduct thorough out check and research on the need, feasibility and sustainability of the proposals, authenticity of the contents and documents.
- Conduct site visits to review and follow up on the projects.
- Organize contract signing and facilitate implementation of the projects.
- Follow up, monitor and evaluate existing projects.
- Maintain regular communication with existing projects and new applicants.
- Draft and send letters regarding the GGHSP projects.
- Draft speeches and press releases on GGHSP.
- Update and manage GGHSP database.
- File and manage GGHSP documents.
- Submit reports on GGHSP operations as required.

(2) Qualifications, experiences and competences

- Minimum University degree or equivalent, preferably in Social Sciences, Economics, Development Studies or other related field.

- At least 2 years work experience in international organizations, diplomatic missions or International NGOs.
- Proficiency in Microsoft Word, Excel and PowerPoint.
- Excellent writing and oral communication skills in English and Bangla.
- Sound analytical, organizational and reporting skills.
- Willingness to travel anywhere in Bangladesh.
- Ability to work in a team and under tight deadlines.
- Willingness to work with and/or assist vulnerable people.
- Interest in Japanese development assistance policy.

(3) Duration

From July 2023 to June 2024 (with possibility of renewal for another 2 years, not exceeding 3 years in total)

(4) Workplace

Embassy of Japan in Bangladesh

(5) Remuneration

- Determined based on GGHSP guidelines and the applicant's qualification and experience.
- The remuneration is based on a consultancy contract; therefore it does not cover insurance, tax, transportation or any other allowances and benefits.

(6) Closing date for application

April 6, 2023

(7) How to apply

Please send your cover letter and CV by e-mail to: gghsp@dc.mofa.go.jp

You may also physically deliver the documents to the Embassy of Japan in Bangladesh, with attention to IWASAKI Daichi (Mr.), Second Secretary.

Please indicate your day time contact number(s) and e-mail address which are accessible by the Embassy.

Only short listed candidates will be contacted in early April 2023.

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