

CALL FOR APPLICATIONS

Coordinator in charge of Grant Assistance for Grassroots Projects (GGP)

The Embassy of Japan in Botswana is looking for a Coordinator (Independent Contractor) who will be in charge of the Embassy's GGP Projects, based in Gaborone. Applicants are invited for the position as follows:

Qualifications

Minimum Degree in Economics, Development Studies or related field.

Experience

At least 5 years academic or work experience. Advanced Degree (Masters and PHD can be considered instead of experience).

Contract Period

On contract basis for 1 year with possibility of renewal, based on performance. Due to the Japanese fiscal year (1st April to 31st March), initial contract period will end on 31st March, 2025. (Renewable on a yearly basis up to the maximum of 3 Years).

(Note: Please be advised that this is a commissioning contract, not an employment contract.)

Age

Preferably maximum 35 years of age.

Language

Fluent in English and Setswana.

Job Description

1. Coordinate GGP Applications
2. Arrange GGP Selection Process
3. Facilitate the implementation of projects and follow-up ongoing and complete GGP Projects
4. Prepare reports, Research and analysis

Contract fee

The Embassy offers a contract fee in accordance with experience and qualifications.

Applicants should submit an application letter with CV, certified copies of qualifications and two (2) references to information@gr.mofa.go.jp by the **15th May, 2024**.

Only shortlisted candidates will be contacted. For further details, contact the Economic Section at the Embassy of Japan at **3914456**.

For more details on GGP, kindly click the Embassy link here.

https://www.botswana.emb-japan.go.jp/itpr_en/relation-economy.html