

Job Opportunity

One Officer for Grant Assistance for Grass-roots Human Security Projects

The Government of Japan has been implementing the Grant Assistance for Grass-roots Human Security Projects for Iranian people, in terms of humanitarian aid for economic cooperation, since 1999. The projects have been carried out in the fields of health, medical care, education, gender and agriculture, etc.

In this connection, the Embassy requires one officer, according to the following specifications:

A) Nature of Job:

(1) Finding and formulating new projects:

Job Description: To find and formulate new projects and verify the achievements and effects of the carried out projects, as well as to follow up the status quo of the projects' activities through monitoring the facilities/equipment donated by the projects, by having meetings with the concerned authorities and visiting the sites. The business trips are required once a month, averagely.

(2) Monitoring ongoing and previous projects:

Job Description: To monitor ongoing projects or past projects for confirmation of the projects' results and effects, and provide an instruction in case the project could not achieve the predicted results and effects. The business trips are required once a month, averagely.

B) Duration of Job:

From 1st of April 2015 to March 2016

(The period can be extended for total 2 years till March 2017, under certain conditions.)

C) Qualifications and Skills:

- (1) Working experience: It is desirable to have experiences in planning, implementing, evaluation and monitoring the projects concerning humanitarian assistance in NGOs or local governments, etc.
- (2) Language: Excellent command of Farsi and English with the ability to translate/interpret/write from Farsi to English, and vice versa.
- (3) Skill: Good command of computer, Microsoft Office including Word, Excel and Power Point, etc.

- 4) Education: University degree
- 5) Age: Approximately 25 to 40 years
- 6) Sex: Regardless

Qualified candidates are requested to send their CV in English (with a recent passport-sized photo, photocopies of proven documents and contact number) to the Economic Cooperation Section of the Embassy, not later than February 8th, 2015. Only the qualified applicants will be invited for interview around the middle of February 2015. The received documents will not be returned.

In case of any questions, please contact Economic Cooperation Section of the Embassy of Japan in Iran.

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