

Job Opportunity

A Project Consultant for the Grant Assistance for Grass-roots Human Security Projects (GGP)

The Government of Japan has been implementing the Grant Assistance for Grass-roots Human Security Projects (hereinafter referred to as “GGP”) for Iranian people since 1999, in terms of humanitarian assistance as part of economic cooperation between Japan and Iran. The projects have been carried out in the fields of health, medical care, education, gender, rural development, etc.

In this regard, the Embassy requires one GGP project consultant *on a contract basis*, according to the following specifications:

A) Nature of Tasks

(1) Finding and formulating new projects:

Task 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, having meetings with the concerned authorities such as local governments and NGOs and visiting the projects’ sites. The business trips are required once a month, on average.

(2) Managing and monitoring ongoing and previous projects:

Task description: To manage and monitor ongoing or past projects for confirmation of the projects’ results and effects, and provide instructions in case the project could not achieve the predicted results and goals. The business trips are required once a month, on average.

B) Duration of Contract

From April 1, 2024 to the end of March 2025

(It can be extended for maximum total 3 years (36 months) under certain conditions.)

C) Qualifications and Skills

(1) Working experience: It is desirable to have experiences in planning, implementing, evaluating, managing and monitoring the projects concerning basic human needs and humanitarian assistance regarding NGOs, local governments, international organizations, etc.

(2) Language: Excellent command of English and Farsi 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, Power Point, etc.
- (4) Education: University degree
- (5) Age: Approximately 25 to 40 years
- (6) Sex: Regardless

Qualified candidates are requested to send a **hard copy** of their CV in English (with a recent passport-sized photo, photocopies of proven documents, contact number), and an essay about incentive of the application in English (maximum in 1 page) to the following address not later than February 10th, 2024:

Embassy's Address:

No. 162, Moghadas Ardabili St., Tehran, Iran,
Economic Cooperation Section of the Embassy of Japan

Please do not send the application documents by email.

Only the qualified applicants will be invited for interview and writing test until February 17th, 2024. 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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