



Representative Office of Japan to Palestine

Representative Office of Japan to Palestine in Ramallah (RoJ) is looking for a suitable candidate to fill the position for Field Coordinator for GRANT ASSISTANCE FOR GRASSROOTS AND HUMAN SECURITY PROJECTS (GGP) in West Bank.

Please visit the link to know more about GGP <http://www.ps.emb-japan.go.jp/GGP.htm>.

CORE RESPONSIBILITIES:

The GGP Field Coordinator is an integral part of GGP team at the RoJ and provides administrative support to the team. Working closely with the prospective recipient organizations, the GGP Field Coordinator will perform the following core responsibilities:

(1) General Tasks:

- ❖ Receive and administer applications, including correspondence to inquiries, data management related to applications.
- ❖ Review application including cost evaluation and technical review.
- ❖ Facilitate implementation of the projects.
- ❖ Administer the past projects and the projects under implementation.
- ❖ Contact and consult with applicants and GGP partner organizations.
- ❖ Prepare reports.
- ❖ Translate documents related to the projects between Arabic and English.
- ❖ Other tasks as assigned by the GGP team.

(2) Specific project-related tasks:

- ❖ Study the proposals (credibility of the applicants, activities, financial status, validity of project components/sites/prices and feasibility of the project).
- ❖ Monitor the projects under implementation, including status of construction/procurement, coordination with GGP partners and documentation.
- ❖ Follow up past projects, including report on utilization and management of the facilities/equipment, audit status and effects of the projects.
- ❖ Assist organizing the ceremonies (i.e. ceremony for grant contract signature, inauguration ceremony).
- ❖ Collect relevant information related to the Embassy's economic cooperation program.

ESSENTIAL JOB FUNCTIONS:

Successful candidates will also have the ability to:

- ❖ Maintain a high level of quality in terms of work product and output.
- ❖ Employ strong organizational and time management skills, organize, prioritize, and complete assignments in a timely, accurate, and efficient manner.
- ❖ Frequently work on several tasks at the same time with competing deadlines; remain flexible, responsive, and shift gears quickly.
- ❖ Clearly, articulately, and effectively communicate in both oral and written form with co-workers and (prospective) recipient organizations.

- ❖ Work in a harmonious manner, in a team environment, and interact in a cooperative and professional manner with supervisors, co-workers, and (prospective) recipient organizations, venders, contractors, government officials, and the public.
- ❖ Analyze information, evaluate options, and to think and plan strategically.

QUALIFICATIONS:

All candidates must possess the following minimum qualifications.

- ❖ Bachelor's degree required. Degree in relevant social work, development, civil engineering is a plus or any other related field of study.
- ❖ Very Good Command in both English and Arabic, for oral and written communication.
- ❖ Proficiency in MS office is required and basic accounting skill is preferable.
- ❖ Minimum of two year experience in a related field is preferable.
- ❖ Experiences with international organizations are preferable.
- ❖ Intellectual curiosity and proven ability to work in capacity building.

IMPORTANT TO KNOW:

- ❖ The position is based in Ramallah office and requires frequent visits (2-4 days a week) to the projects sites in West Bank Governorates depending on the work conditions and as requested by the direct supervisor.
- ❖ The applicant will be using his/her car and mobile.
- ❖ This is a financial year contract position with the possibility of extension (at most up to third year). The first term of contract will be from 2nd September, 2018 to 31st March, 2019.
- ❖ The payment terms will be negotiated based on the candidates' qualifications and experience once the candidate is invited for an interview. There will be no medical insurance, social insurance, or transport allowance provided additional to the monthly rewards.

HOW TO APPLY:

Please send a covering letter with your CV written in English to the email: recruit-ps@rm.mofa.go.jp Closing date of the application is on July 18, 2018. Only shortlisted candidates will be contacted.