



Representative Office of Japan to Palestine

The Representative Office of Japan to Palestine (ROJ) is seeking a qualified candidate for the position of **Field Coordinator for the Grant for Grassroots Projects (GGP)** for its operation in the West Bank.

RESPONSIBILITIES

The GGP Field Coordinator provides project management and administrative support to the ROJ for the operation of the [Grant for Grassroots Projects](#) in Palestine. The GGP Field Coordinator will be the liaising point at the ROJ for external agents, primarily applicants and grant recipients, to perform, document, and the following tasks at the instructions of the ROJ:

- ❖ **Application Management:** Process applications submitted by external non-profit organizations, including entertaining inquiries and managing related information.
- ❖ **Technical Screening of Applications:** Conduct initial screening of project proposals by applicant organizations from a technical feasibility point of view, such as engineering, electrical and hydrological systems, etc.
- ❖ **Preliminary On-site Verification for Project Formulation:** Conduct on-site visits to applicant organizations and finalize arrangements for project planning, including but not limited to the assessment of operation and management feasibility.
- ❖ **Project Supervision (Project Monitoring and Post-completion Follow-up):** Liaise with recipient organizations and monitor the progress of ongoing projects as well as make follow-up on completed projects to fulfill accountability of GGP.
- ❖ **Organizational Support for External Communications:** Provide support to organize external communications materials and events (e.g. grant contract signing, inauguration, and handover, including venue setup and photography. The GGP Field Coordinator shall not attend these events alone as a representative.)

TERMS OF CONTRACT

- ❖ This position serves the ROJ as an independent / external contractor on a service contract. Please note that the contracted Field Coordinator will therefore not be considered an employee of the ROJ.
- ❖ The position assumes the place of work at the ROJ and encompasses visits to project sites in the West Bank, upon instructions from the supervisor, on the back of favorable security situation.

- ❖ This position is offered for the given fiscal year of the Government of Japan (April–March), for a maximum of twelve (12) months at a time, subject to annual budget approval. The contract may then be renewed in succeeding fiscal years, up to three years, based on the performance and circumstances of the Field Coordinator in question.
Duration of the initial contract: 1 September 2026–31 March 2027
Duration of the second contract: 1 April 2027–31 March 2028
Duration of a possible extended contract: 1 April 2028–31 March 2029
Duration of a possible final extended contract: 1 April 2029–31 August 2029
- ❖ The contract is contingent upon the Government of Japan’s approval of the budget. Additionally, in the event of a significant deterioration in the security situation, the contract may be terminated prior to its scheduled end date.
- ❖ Monthly remuneration will be determined based on the assessment of skills set of the final candidate, presented by the final candidate in the selection process.
- ❖ No medical insurance, social insurance, or transport allowance will be provided in addition to remuneration.
- ❖ Monthly remuneration will be made available upon submission of a monthly performance report by the end of each month to the ROJ.

ELIGIBILITY AND QUALIFICATIONS

- ❖ A non-Japanese resident of the West Bank with a government-issued ID.
- ❖ A holder of a bachelor’s degree or equivalent academic qualification.
- ❖ Familiar with Microsoft Office applications.
- ❖ Proficient in both English and Arabic for oral and written communication.
- ❖ Able to commute to ROJ.
- ❖ Healthy and committed to work both at the office and the field settings.
- ❖ Experienced in such fields as project management, procurement, or accounting. Knowledge of civil engineering is a plus.
- ❖ Willing to learn something new, including the Japanese government’s policy on international cooperation, among other things.
- ❖ Prior experience with development agencies and knowledge of development actors in the West Bank is preferable.

WORKING ENVIRONMENT

- ❖ The GGP Field Coordinator may opt to work at the chancery of the ROJ during its working hours: Sunday through Thursday, 8:30 a.m.–5:00 p.m.
- ❖ The GGP Field Coordinator may use office equipment at the ROJ, including a desktop computer. A work email address will be provided for the duration of the contract.

HOW TO APPLY

Applicants are requested to send your application to the ROJ by email as follows:

Subject: [Applicant's Last Name] Application for GGP Field Coordinator

Address: recruit-ps@rm.mofa.go.jp

Deadline: 5:00 p.m., 8th of June, 2026

* Please note that our mail server only accepts e-mails of up to 10 MB in size. Applicants can opt to submit their application with attachments spread across a sequence of e-mails organized in an easy-to-understand manner.

Application Documents (to be prepared in Word, Excel, PDF, JPEG/TIF format):

- ❖ Cover letter in English, which states motivation for applying and self-assessment of strengths.
- ❖ Curriculum Vitae in English, which organizes the academic background, professional career (position, job description, contract types and its duration for each position), contact information (email address and phone number where you can be reached during the day is a must). A recent photograph should be attached for identification purposes.
- ❖ Supporting Documents: Electronic copy of the Government-issued ID, diploma/s from academic institutions.
- ❖ Reference Letter/s (optional): Applicants may submit one or more reference letters from recent supervisors at work to support the candidacy.

The ROJ will only notify the candidates who will move on to the interview. The interview will be conducted either in the online or face-to-face format.

SELECTION TIMELINE

June 8: Deadline for Submission

Mid-June: First Round of Screening

Late June: Interview

Late June or early July : Notification on the Final Results of selection

September 1 : Contract signing and Commencement of Duties