

Great Opportunity **Embassy of Japan in New Zealand**

Coordinator for Japan's Grant Assistance for Grassroots and Human Security Project (GGP) to Samoa

The Embassy of Japan in New Zealand invites applications from suitably qualified candidates (either individuals or organisations) to be Coordinator for Japan's Grant Assistance for Grassroots and Human Security Projects (GGP)* to be implemented in Samoa.

RESPONSIBILITIES

Research and survey work for the specified GGP including pre-formed and completed projects under the direction of the Embassy (The duration will vary from a few days to two (2) weeks for each task);

- Conducting technological studies for a GGP application (including the collection and analysis of information along with the preliminary survey),
- Monitoring and following-up the completed GGP,
- Consulting with institutions who apply for and implement GGP,
- Producing reports on the above research and survey work (including preliminary studies, monitoring and follow-up studies),
- Arranging ceremonies for the signing of Grant Contracts and handing-over of completed projects,

Office Based Desk Work accepting applications and related tasks for GGP to Samoa (limited time; for a few weeks only)

- Handling inquiries on applications and the process and procedures of GGP
- Receiving and managing applications for GGP and relaying these to the Embassy

REQUIREMENTS

A successful applicant should

- Be a resident or maintain an office in NZ or Samoa,
- Have at least two (2) years experience in working in foreign assistance projects with governments or international organisations,
- Demonstrate competence in project management and research skills,
- Have an advanced level of English,
- Have an advanced level of Japanese or Samoan,
- Have computer skills (MS Word, Excel, email etc),
- Hold an advanced or equivalent bachelor's degree in international relations, public administration or regional development (individual candidates only)
- Be in good physical condition for undertaking the above tasks (individual candidates only)

CONDITIONS

- *NOTE: This position does not offer full time or temporary employment as staff of the Embassy of Japan.*
- The successful candidate is to conduct the specific tasks involved in implementing GGP under the direction of the Embassy for a given period of time on the basis of the agreed contract and shall receive remuneration according to services provided. The contract period will range from a few days to a few weeks for each task, depending on the number of GGP projects (up to 10

projects per year).

- A successful candidate needs to have office space to undertake operations with access to regular office equipment (computer, printer, mobile phone and communications including the internet). *Please note that office space at the Embassy is not available.*
- Payable expenses;
 - For a successful candidate residing and maintaining an office in NZ
 - Costs of commissioned services on a prorated basis from the start date of commissioned work.
 - Costs of research conducted in Samoa [inc daily allowance on a prorated basis from the date commissioned research started, transportation costs, including travel to Samoa, accommodation expenses and if a successful candidate is temporarily required to set up a an office for a certain period of time to conduct the desk work related to the acceptance of an application for GGP, reimbursement costs can be paid.]
 - For a successful candidate residing and maintaining an office in Samoa
 - Costs of commissioned services on a prorated basis from the start date of commissioned work
 - Costs of research conducted locally (daily allowance on a prorated basis from the date commissioned research started, transportation costs, and in the case travel to another island to conduct research is required, accommodation costs are to be paid.)

APPLICATION

Individual applicant:

- Please submit your curriculum vitae along with a short thesis titled “The Nature of Japan’s cooperation with Pacific island countries” to the Embassy of Japan in New Zealand no later than **11 May 2011 (NZ time)** via email or post. Please include “**Application for Coordinator for GGP**” on the envelope or in the email subject.
- If a candidate has documents documenting linguistic skills such as TOEIC please submit these with the CV and short thesis.
- Please note that any submitted documents are not returnable. However the Embassy shall be responsible for ensuring confidentiality of any personal information and will not improperly use this for any other purposes.

Organisation Applicant:

- Please submit documents to demonstrate the proven track record of your organisation, along with information material on your organisational structure to the Embassy of Japan in New Zealand no later than **11 May 2011 (NZ time)** via email or post. Please include “**Application for Coordinator for GGP**” on the envelope or in the email subject.

Embassy’s Address:

Embassy of Japan in New Zealand
PO Box 6340 Marion Square Wellington 6141
New Zealand

Email: japan4@ej.org.nz

Telephone (Direct to the officer in charge):+64 (0)4 495 8315

* As part of Japan’s ODA, the GGP provides non-refundable financial assistance to NGOs, hospitals, primary schools, and other non-profit associations to help implement their development projects. It focuses on the welfare interest of local communities at the grassroots level.