

**Job Opportunity at the Embassy of Japan in New Zealand:
Consultant for Grant Assistance for Grassroots and Human Security Projects (GGP)**

August 2026

The Embassy of Japan in New Zealand is looking for a consultant for Grant Assistance for Grassroots and Human Security Projects (GGP).

1. Place of work:

The Embassy of Japan in New Zealand
Level 18, Majestic Centre, 100 Willis Street, Te Aro, Wellington 6011 New Zealand
(Remote-working & flexible working hour options are available upon negotiation.)

2. Date of commencement of employment:

1st November 2026 (negotiable)

3. Salary:

To be decided depending on successful applicant's experience and qualification.

4. Expected period of work:

The initial contract period will be from 1 November 2026 to 31 March 2027. The contract may subsequently be renewed on a continuous basis, subject to budget availability and performance, for up to a maximum of 36 months (three years) from the month of commencement.

5. General tasks:

- ✧ To receive and administer grant applications, including email and phone correspondence,
- ✧ To monitor the development email address and respond to GGP-related enquiries,
- ✧ To review grant applications including cost evaluation and technical review,
- ✧ To facilitate the implementation of the projects, including schedule and cost management,
- ✧ To monitor current and past projects and intervene when necessary,
- ✧ To effectively promote GGP in Cook Islands and Niue,
- ✧ To prepare monthly progress reports (in Japanese),
- ✧ To appropriately handle grant related data and organise files accordingly.

6. Specific project-related tasks

- ✧ To perform research on grant proposals (due diligence check of the applicants, activities, financial status, validity of the project components, feasibility of the projects, etc.),
- ✧ To monitor the projects under implementation, including status of construction and procurement,
- ✧ To follow up past projects, including site inspections and reporting on utilization and management

of provided facilities/equipment, audit status and outcome of the projects,

- ✧ To assist in organizing signing ceremonies and handing over ceremonies,
- ✧ To write press releases and distribute to appropriate media and stakeholders,
- ✧ To assist in travel arrangements for Embassy staff (including the consultant) when visiting the project site,
- ✧ To assist in compiling information for reporting purposes to Ministry of Foreign Affairs, Japan.

7. Requirements:

The successful candidate must be able to demonstrate the following essential skills and attributes:

- ✧ Fluent English and Japanese (must be able to read and write in Japanese to a native level),
- ✧ Work experience in the fields of economic and social development is preferable,
- ✧ Multi-tasking capabilities and ability to work under pressure and deadlines,
- ✧ Excellent verbal and written communication skills,
- ✧ Basic accounting knowledge (or an ability to read a financial statement) will be an advantage,
- ✧ Good computer literacy (e.g. Microsoft Office, etc.),
- ✧ Previous working experience in Japanese office environment is preferable,
- ✧ Able to work flexibly when necessary (including possible business trips),
- ✧ To be a New Zealand citizen, a permanent resident, or a work permit holder in New Zealand (with the expiry date not before 31 March 2027).

8. To apply:

To apply for the position, please send the below by email or by post by **15 September 2026.**

- (1) Current Curriculum Vitae (English or Japanese)
- (2) Copy of your academic record
- (3) Copy of New Zealand citizenship, permanent resident permit or work permit
- (4) A short English or Japanese essay (1 – 2 pages) covering the below topics:
 - What is GGP?
 - Why is GGP necessary in the Cook Islands and Niue?
 - In your opinion, what kind of projects should be implemented in the Cook Islands and Niue, and why?

Email: development@wl.mofa.go.jp

Postal address:

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

9. Selection process:

Shortlisted candidates will be contacted by the Embassy by either email or phone by Monday 28 September 2026. If you have any questions regarding the application, please email the abovementioned address. Thank you.