

## **Job opportunity in the Embassy of Japan in Albania: Grant Assistance for Grassroots and Human Security Projects Consultant**

The Embassy of Japan is looking for the consultant for Grant Assistance for Grassroots and Human Security Projects (GGP).

### **1. Place of work:**

The Embassy of Japan in Tirana  
Rruga e Kavajes Nd50, H1, Kodi Postar 1023, Tirana, Albania

### **2. Date of Commence of employment:**

To be decided

### **3. Post available:**

One post.

### **4. Salary:**

It will be decided depending on experience.

### **5. Expected period of work:**

The period of the contract will be from the starting date of employment to 1 April 2023 with maximum two times extension to 31 March 2026.

### **6. General tasks**

- (1) to receive and administer applications, including correspondence and inquiries, data management related to applications,
- (2) to review application including cost evaluation and technical review,
- (3) to facilitate the implementation of the projects,
- (4) to administer the past projects and the projects under implementation,
- (5) to contact and consult with applicants and GGP partner organizations,
- (6) to prepare reports and
- (7) to translate necessary information from local language to English

#### Specific project-related tasks

- (1) to formulate projects, including explanation of GGP and needs survey,
- (2) to study the proposals (credibility of the applicants, activities, financial status, validity of project components/sites/prices and feasibility of the project),
- (3) to monitor the projects under implementation, including status of construction/procurement, coordination with GGP partners and documentation,
- (4) to follow up past projects, including report on utilization and management of the facilities/equipment, audit status and effects of the projects,
- (5) to assist organizing the ceremonies (i.e. ceremony for grant contract signature, inauguration ceremony)
- (6) to follow up past projects, including report on utilization and management of the facilities/equipment, audit status and effects of the projects, and
- (7) to collect relevant information related to the Embassy's economic cooperation program

### **7. Requirements**

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

- Fluent English and Albanian. Experience of work in any English-speaking environment is also desirable.
- Candidates who have Japanese language skills will be appreciated. (not mandatory).
- General IT skills are preferable. (e.g. Microsoft Office etc.)
- Work experience in the fields, such as the governmental development agency, private company will be highly appreciated.
- To be holder of Albanian nationality or permanent residence permit in Albania.

### **8. To Apply**

To apply for the position, please send by e-mail cover letter complete with (1) CV written in English with photo taken within 6 months (2) a short essay on reason to apply and (3) short essay on the “ The reason why the Grant

Assistance for Grassroots and Human Security Projects are needed in Albania and what should be implemented” (4) copy of your latest diploma to the following address by 23<sup>rd</sup> of February 2023. The title of the e-mail should be written 【GGP Consultant】 SUZUKI Taro (your SIR NAME and First name) .

Attachment of a copy of the language proficiency certificate (TOEIC, IELTS etc.) will also be taken into consideration.

-E-mail address-

[embassy@av.mofa.go.jp](mailto:embassy@av.mofa.go.jp)

## **9. Selection**

Only shortlisted candidates will be contacted by the Embassy.