

Job Opening for 1 (one) Kusanone Grant Assistance Programme Coordinator
Embassy of Japan in Ukraine

Position	Kusanone Grant Assistance Programme Coordinator (1 person)
Work hours	37.5 hours per week (From Monday to Friday, 9:00-12:30 and 14:00-18:00)
Office location	Embassy of Japan in Ukraine (Muzeiny Lane 4, Kyiv)
Opening date	From 01.11.2017
Term of service	Until 31.03.2018 The contract may be prolonged annually by mutual consent till 31.03.2020
Duties and responsibilities	Under instructions by the Embassy diplomats, he/she: <ul style="list-style-type: none"> - accepts and registers the applications received; - provides the examination of projects; - visits the sites of candidate projects for preliminary inspection; - collects the information on the projects and submits reports; - prepares grant contract signing and hand-over ceremonies; - conducts the follow-up inspections, etc.
Required qualifications	<ul style="list-style-type: none"> - Professionalism, communication, teamwork, planning and organization skills; - University degree; - High level of computer literacy; - Additional knowledge about the medical reform and educational reform would be an asset.
Languages	- Fluent in Japanese, English, Ukrainian and Russian.
Application	<ul style="list-style-type: none"> - Submit résumé with CV, photo, language proficiency certificates (TOEFL, Nihongo Noryoku Shiken etc), a cover letter and recommendation letters to the Embassy (Muzeiny Lane 4, Kyiv) or kusanone@kv.mofa.go.jp by e-mail with attachments. - All the applications should be written in Japanese, English or with an English/Japanese translation. - Any documents submitted to the Embassy will not be returned.
Deadline	11th October, 2017, Wednesday, 17:00
Selection process	<ul style="list-style-type: none"> - Initial screening will be based on the résumé, certificate of language proficiency, cover letter and recommendation letters. - Candidates ranked highest will be invited for a written examination and interview with the Embassy staff on October 18th or 19th (TBC). - No query about the results of initial screening, written examination and interview will be accepted by the Embassy.
Others	Trial period - three months.