

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

14<sup>th</sup> August 2020

<b>Position</b>	Kusanone Grant Assistance Programme Coordinator (1 person)
<b>Work hours</b>	37.5 hours per week (From Monday to Friday, 9:00-12:30 and 14:00-18:00)
<b>Office location</b>	Embassy of Japan in Ukraine (Muzeiny Lane 4, Kyiv) *Teleworking could be introduced, considering the situation of Covid-19.
<b>Opening date</b>	2 <sup>nd</sup> November 2020
<b>Term of service</b>	Until 31 <sup>st</sup> October 2021 The contract may be prolonged annually by mutual consent till 31 <sup>st</sup> October 2023.
<b>Duties and responsibilities</b>	Under instructions by the Embassy diplomats, he/she: <ul style="list-style-type: none"> <li>- accepts and registers the applications received;</li> <li>- provides the examination of projects;</li> <li>- visits the sites of candidate projects for preliminary inspection;</li> <li>- collects the information on the projects and submits reports;</li> <li>- prepares grant contract signing and hand-over ceremonies;</li> <li>- conducts the follow-up inspections, etc.</li> </ul>
<b>Required qualifications</b>	<ul style="list-style-type: none"> <li>- Professionalism, communication, teamwork, planning and organization skills;</li> <li>- University degree;</li> <li>- Basic computer literacy (including Excel)</li> </ul>
<b>Languages</b>	- Fluent in Japanese, English, Ukrainian and Russian.
<b>Application</b>	<ul style="list-style-type: none"> <li>- Submit résumé with CV, photo, language proficiency certificates (TOEFL, Nihongo Noryoku Shiken etc), as well as a statement of purpose to the Embassy (Muzeiny Lane 4, Kyiv) or <a href="mailto:kusanone@kv.mofa.go.jp">kusanone@kv.mofa.go.jp</a> by e-mail with attachments (The total size of attachments should not exceed 10 MB).</li> <li>- All the application documents should be written in Japanese (except for English proficiency certificates).</li> <li>- Any documents submitted to the Embassy will not be returned.</li> </ul>
<b>Deadline</b>	<b>31<sup>st</sup> August, 2020, Monday</b>
<b>Selection process</b>	<ul style="list-style-type: none"> <li>- Initial screening will be based on the résumé, certificates of language proficiency and cover letter.</li> <li>- Shortlisted candidates will be invited for written and oral translation exam and interview with Embassy staff on 8<sup>th</sup> September (TBC).</li> <li>- No query about the results of initial screening, written examination and interview will be accepted by the Embassy.</li> </ul>
<b>Others</b>	Trial period - three months.