

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 (telework regime could be applied considering the situation)
Opening date	From 01.04.2023
Term of service	Until 31.03.2024 The contract may be prolonged annually by mutual consent till 31.03.2026
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
Languages	- Fluent in Japanese, English, Ukrainian.
Application	<ul style="list-style-type: none"> - Submit résumé with CV and photo (written in Japanese), language proficiency certificates (TOEFL, Nihongo Noryoku Shiken etc), a statement of purpose (written in Japanese) to kusanone@kv.mofa.go.jp by e-mail with attachments (maximum data limit 10MB). - Any documents submitted to the Embassy will not be returned.
Deadline	3th February, 2023, Friday, 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 online interview with the Embassy staff on 14th February (TBC). - No query about the results of initial screening, written examination and interview will be accepted by the Embassy.
Others	Trial period - three months.