

Job Opening for 1 (one)
Kusanone Grant Assistance Programme Coordinator

February 12, 2025
Embassy of Japan in Ukraine

Position	Kusanone Grant Assistance Programme Coordinator
Work Hours	From Monday to Friday, 9:00-12:30 and 14:00-18:00
Office Location	Embassy of Japan in Ukraine (Kyiv)
Working Period	From April 1, 2025 till March 31, 2026 (The contract may be prolonged annually by mutual consent till March 31, 2028.)
Duties and Responsibilities	Under instructions by the Embassy diplomats, he/she - 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. Kusanone Programme Coordinator is required to visit project sites throughout Ukraine and make various coordination for projects.
Remuneration	To be decided based on qualifications and job experiences (From 1,500 USD)
Required Qualifications	- Professionalism, communication, teamwork, planning and organization skills; - University degree; - High level of computer literacy; - Must be able to visit outside of Kyiv for site visits
Languages	Fluent in Japanese (JLPT N2 at least), English, Ukrainian
Application	- Submit CV with photo and Motivation Letter by email to kusanone@kv.mofa.go.jp - The application should be written in Japanese. - Submit any certificates that objectively demonstrate your ability (IELTS, TOEFL in English, JLPT in Japanese, etc.) if any.
Deadline	February 28, 2025, Friday, 17:00
Selection Process	- Initial screening will be based on the submitted documents. - The selected candidates will be invited to the interview (Early March) with the Embassy staff. - No query about the results of initial screening and interview will be accepted by the Embassy.
Others	This is not the employment contract as an Embassy staff. The Kusanone Programme Coordinator is not under a contract of employment, but rather a contract of commissioned service, the benefits and other treatment that normally accrue in an employment relationship do not apply to the Kusanone Programme Coordinator.