

Vacancy Announcement

The Embassy of Japan in Trinidad and Tobago is currently looking for a qualified candidate who will work as a Consultant for the Grant Assistance for Grassroots Human Security Program. This is an ideal post for a young professional who wishes to obtain further experience in development cooperation, particularly assisting socially and economically vulnerable communities. **Please note that this position is for nationals or permanent residents of Trinidad and Tobago only. Please also note that the individual who occupies this position is considered a contractor to the Embassy, not an employee of the Embassy, and will be employed on a service provider contract.**

Vacancy Post: Project Assistant for the Grant Assistance for Grassroots Human Security Program (GGP)

Department/Office: Development Cooperation Section, Embassy of Japan in Trinidad and Tobago

Expected date of contract: 1st April, 2024

Length of the contract: One year, could be renewed up to three years

Responsibilities:

- Receive and administer applications, field correspondence related to inquiries, manage data related to applications,
- Review applications including cost evaluations and technical reviews,
- Facilitate implementation of the projects,
- Administer the past projects and the projects under implementation,
- Contact and consult with applicants and GGP partner organizations
- Prepare reports
- Study the proposals (credibility of the applicants, activities, financial status, validity of project components/sites/prices and feasibility of the project),
- Monitor the projects under implementation, including status of construction/ procurement, coordination with GGP partners and documentation,
- Follow-up on past projects, including utilization and management of the facilities/equipment, audit status and effects of the projects,
- Assist in organizing the signing and handover ceremonies and confirming the completion of the projects, and
- Collect relevant information related to the Embassy's development cooperation program
- Frequently travel to the Embassy's accredited countries for site visits, ceremonies and any other situation that may necessitate travel to project sites.

Education:

At least a bachelor's degree

Work Experience:

At least one year working experience in the related field is required

Competencies Required:

Planning and Organizing: Identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Communication: Speaks and writes English clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately, demonstrates openness in sharing information and keeping people informed.

Ability to perform a broad range of administrative functions, e.g. arrangements for meetings and site visits, note taking, interpretation/translation and information management.

Competency with the Microsoft365 Suite of applications (Outlook, Teams, Word, Excel, PowerPoint)

Cultural and social adaptability

Please send your Application Form, CV and Cover Letter to ggp.emb-jpn-tt@po.mofa.go.jp by **1st March, 2024**. Application Form is available [here](#).