

Job Opportunity  
A Grant Assistance Officer for Grassroots Human Security Projects

Since 1999, the Embassy of Japan has been implementing the “Grant Assistance for Grassroots Human Security Projects” for Iranian people, in terms of humanitarian aid for economic cooperation. The projects have been carried out in the fields of health, medical care, education, gender-bound issues, agriculture, etc.

The Embassy seeks a grant assistance officer for our grassroots human security projects in charge of monitoring and following up the projects. Qualified candidates are requested to send their CVs in English (with a recent passport-sized photo, photocopies of proven documents and their contact numbers) to the Economic Cooperation Section of the Embassy, not later than February 5, 2009 (See below).

Qualified applicants will be invited for an interview in mid-February 2009. The received documents will not be returned.

1) Description

(a) Verifying the achievements and impacts of the carried-out projects, (b) following up the status quo of the project activities by monitoring the donated facilities and equipment through meetings with the concerned authorities, and (c) visiting the project sites.

2) Duration of Job

One year (from April 2009 to March 2010). The duration could be extended for another year (until March 2011) if all the conditions are met.

3) Qualifications

(1) Age: Approximately 28-35 years old

(2) Education: A university degree

(3) Excellent command of English and Farsi with the ability to translate/interpret from Farsi to English, and vice versa

(4) Microsoft Office skills (Word, Excel, PowerPoint, etc.)

(5) Good communication skills

(6) A previous working experience in planning, implementation, evaluation and project monitoring for humanitarian aid in NGOs or local governments is a plus.

For further information, please contact the Economic Cooperation Section of the Embassy of Japan.

Address: Corner of the 5th Street, Bucharest Avenue, Tehran, Iran

Phone: +98-21-8871-7922

Facsimile: +98-21-8871-3515