

Vacancy Announcement:
Consultant for the Grant Assistance for Grassroots Human Security Projects

The Embassy of Japan in Sri Lanka is seeking a qualified and motivated individual for the position of consultant (local staff) to support the implementation of the Grant Assistance for Grassroots Human Security Projects (GGP).

Main Responsibilities:

This position is primarily based in Colombo, with project monitoring visits across the country approximately once every few months. The main duties include:

- Monitor, follow up, and maintain day-to-day correspondence on all matters related to GGP.
- Liaise with external parties including NGOs, government institutions, and other stakeholders regarding the GGP.
- Receive and manage new project proposals, maintain an updated project database, and provide relevant information for internal Project Proposal Review Meetings.
- Draft speeches, press releases, and other official documents for Grant Signing Ceremonies and Hand-over Ceremonies.
- Interpret Sinhala and/or Tamil in English during the meeting with stakeholders and the field monitoring visits.
- Draft letters, reports, memos, and other required documentation as necessary.

Required Qualifications and Experience:

1. Bachelor's degree in development studies or a related field; a Master's degree is preferred.
2. A minimum of three years of experience in the development field
 - Experience in project management and with donor agencies is an added advantage.
 - Fieldwork experience is a strong asset.

3. Proven excellence in report writing, negotiation, and project management.
4. Excellent interpersonal skills and the ability to build strong working relationships with stakeholders.
5. Advanced English writing and speaking skills are mandatory; fluency in Sinhala and/or Tamil is required.
6. High proficiency in Microsoft Office applications (Word, Excel, PowerPoint, etc.)

Terms and Conditions:

- **Contract Period:** From **1st July 2025 to 31st March 2026**, with the **possibility of extension up to June 2028**.
- **Salary:** Determined based on the applicant's qualifications and experience.
- **Work Location:** Embassy of Japan (Colombo 7), with periodic travel to project sites.

Application Procedure:

Interested candidates should submit the following documents to odajpn@co.mofa.go.jp by **13th May 2025**:

- A detailed resume (CV)
- A statement of purpose explaining your motivation and suitability for the position

Only shortlisted candidates will be contacted for an interview.

Embassy of Japan
Economic Cooperation Section
No. 20, Srimath R. G. Senanayake Mawatha, Colombo 7