

Vacancy Announcement

Coordinator for Grant Assistance for Grassroots and Human Security Projects (GGP)
Embassy of Japan in Kenya

1. Overview

The Embassy of Japan in Kenya is seeking a highly experienced and immediately effective Coordinator for the Grant Assistance for Grassroots and Human Security Projects (GGP).

This position requires a professional with strong ethical standards, a high level of responsibility, and the ability to respond promptly and appropriately to time-sensitive matters, ensuring strict compliance with laws, regulations, and established operational manuals.

Important Notice

This position is not a diplomatic post nor a locally hired staff position of the Embassy. The successful candidate will be engaged as an independent external consultant under a contractual agreement with the Embassy of Japan.

2. Contract Type and Working Conditions

Contract type: Independent Consultant / External Contractor

Contract period: From 1 April 2026 to 31 March 2027.

The start date may be adjusted if administrative procedures are delayed.

The end date remains unchanged.

Based on the performance and the budget situation, the contract may be renewed annually for a maximum of three years.

Working Hours and Location

- Working hours and working location are flexible in nature; however, the coordinator is, in principle, expected to work in alignment with the Embassy's official working hours (8:00 am - 4:45pm including lunch break) and working location (Embassy of Japan in Kenya (on-site))
- Presence at the Embassy or project sites is required for meetings, site visits, inspections, and official events.
- Work on weekends or public holidays is generally rare.
However, the ability to respond promptly to urgent or time-sensitive matters - particularly those related to strict deadlines or compliance requirements - is essential. This may occasionally require short-notice availability outside regular working hours.

3.Scope of Work and Responsibilities

The coordinator is expected to perform duties with a high level of professionalism, accuracy, and accountability, including:

- Managing the full GGP project cycle, including appraisal, implementation, monitoring, evaluation, and reporting
- Conducting field visits and inspections to ensure proper use of funds and compliance with grant agreements
- Preparing accurate and timely reports and documentation in strict accordance with Embassy rules, manuals, and deadlines
- Liaising with local NGOs, government authorities, and other stakeholders in a transparent and accountable manner
- Supporting the preparation and management of grant contracts and official documentation
- Assisting with public relations activities related to GGP projects
- Performing other GGP-related duties as instructed by the Embassy

4.Required Qualifications (Essential)

Applicants must meet all of the following requirements:

- Bachelor's degree or higher
- At least 6 years of Extensive professional experience in international development, donor-funded projects, NGOs, international organizations, or related fields
- At least 3 years of experience in procurement (goods or services), project budget management, and supervision of implementation according to approvals
- Proven ability to deliver high-quality outputs under strict deadlines
- Demonstrated strong sense of responsibility, integrity, and ethical conduct, including strict adherence to laws, regulations, and operational manuals
- Strong analytical, organizational, and documentation skills
- Ability and willingness to travel domestically within Kenya
- Ability to perform professional tasks in business-level English, both written and verbal
- Proficiency in Microsoft Office (Excel, Word, Outlook); advanced Excel skills required

5.Preferred Qualifications

- Experience implementing and supervising projects in multiple sectors such as health, WASH (water, sanitation, hygiene), and education
- Experience implementing and supervising construction-related projects
- Experience preparing project proposals, including budget planning
- Experience conducting needs assessments

- Experience in compliance, audits, monitoring and evaluation (M&E), or risk management
- Prior experience with Japanese ODA, GGP, or other bilateral donor programs
- Familiarity with public-sector procedures and accountability standards
- Proficiency in local languages

6.Remuneration

- Remuneration will be determined based on qualifications and professional experience
- All taxes, insurance, and other statutory obligations are the responsibility of the contractor

7.Application Procedure

Interested candidates should submit the following documents in English in PDF, word or excel format:

- (1) Curriculum Vitae (CV)
- (2) Supporting documents to verify qualifications listed on the CV
- (3) Cover Letter clearly demonstrating relevant experience, ethical standards, and ability to handle time-sensitive tasks
- (4) Contact details of two professional referees
- (5) A copy of identification card

Applications should be sent to: ggpkenya@nb.mofa.go.jp

Application Deadline: 19 February 2026 (must arrive by this date)

Only shortlisted candidates will be contacted by email. Your email address and mobile number shall be mentioned in the CV.

All documents submitted will not be returned and will only be used for the recruitment purpose.

<About GGP>

The Grant Assistance for Grassroots & Human Security Projects (GGP) supports community-level initiatives that directly improve people's lives.

The coordinator plays a vital role in ensuring that assistance is delivered responsibly, on schedule, and in full compliance with established standards.

(https://www.ke.emb-japan.go.jp/itpr_en/ggp1.html)