



Job Vacancy

The Embassy of Japan in Timor-Leste is now seeking an Independent Contractor (Timorese national) for the Grant Assistance for Grass-Roots Projects (GGP).

Position Title: Independent Contractor for GGP

Application Deadline: June 30, 2026

Language Required: English, Tetum

Starting Date: September 1, 2026

Duration of Initial Contract: From September 1, 2026 to March 31, 2027 (could be renewed up to a total of 3 years (maximum))

1. BACKGROUND

The Japanese Government offers a financial assistance program for development projects designed to meet the diverse needs of developing countries. Known as "Grant Assistance for Grassroots Projects (GGP)", this framework provides grants to local NGOs and local public organizations in order to respond to various development needs in a prompt and precise manner, but on a comparatively small scale.

The GGP mainly covers tangible improvements, such as constructing primary and junior high schools, hospitals, and water supplies, etc. However, intangible improvements such as capacity building amongst people may also be eligible for support if determined to be important.

2. POSITION SUMMARY

Independent Contractor for GGP in the Economic and Development Cooperation Section, Embassy of Japan in Timor-Leste. This position is usually on a one-year contract basis, and it could be renewed up to 3 years (maximum).

Honorarium will be paid based on the Japanese governmental regulation for GGP Contractors.

Independent Contractor for GGP is not an employee of the Embassy and works as a contractor based on a private agreement with the Embassy.

3. JOB DESCRIPTION

Proposal evaluation

- Responding to inquiries regarding GGP
- Evaluating proposals from applicants
- Collecting information necessary for the selection and adoption of proposals
- Visiting project sites and writing reports on such visits in English

Monitoring ongoing projects

- Preparation for the grant contract for the project that has been approved
- Monitoring ongoing projects in communication with project implementing organizations and other stakeholders
- Visiting project sites and writing reports on such visits in English
- Confirmation of project completion and arrangement of inauguration (handover) ceremony

Follow-up on previously implemented projects

- Surveys to check the status and condition of the projects several years after completion

4. REQUIREMENTS

- 1) Proficiency in English and Tetum (professional writing, negotiation, interpretation for high-level officials, etc.)
- 2) Advanced communication skills to communicate with communities in rural areas
- 3) Advanced knowledge of rural assistance and development activities
- 4) Advanced capability in research and analysis
- 5) Advanced skills on PC (Microsoft Word, Excel and Power Point etc.)
- 6) At least three years of work experience as full-time employee (preferred)

5. 5. HOW TO APPLY

- 1) Please send the following documents by email to ecas.di@di.mofa.go.jp
- 2) CV in English with your recent photo attached
- 3) A personal statement in English (within 500 words)
- 4) A letter of recommendation in English
- 5) A copy of graduation certificate of the latest academic history
- 6) A copy of Identification Card
- 7) A copy of the map of the commuting route between the Embassy of Japan in Timor-Leste and the applicant's residence
- 8) A copy of the valid criminal record
- 9) Please note that those who do not have a valid work permit in Timor-Leste or an incomplete application will not be considered for this position
- 10) Deadline for application: **Tuesday 30 June, 2026**
- 11) Only selected candidates will be invited to a written examination and interview in English.
- 12) No phone calls regarding this matter will be accepted.
- 13) Submitted application documents will not be returned.