Recruitment of External Consultant for
The Grant Assistance for Grass-Roots Projects

The Embassy of Japan in Azerbaijan is recruiting one external consultant for "The Grant Assistance for Grass-Roots Projects" conducted by the embassy.

1. About "The Grant Assistance for Grass-Roots Human Security Projects"

The Grant Assistance for Grass-Roots Projects (GGP) is a form of official development assistance implemented by the Japanese government, providing grant for projects directly benefiting the improvement of living environments for local residents, carried out by non-profit organizations. For more details, please refer to the following.

Grassroots Grant Aid
Past achievements in Azerbaijan

2. About the External Consultant

An external consultant is an individual who, after entering into a contract with the Embassy in an independent capacity, carries out certain tasks necessary for the implementation of GGP, and receives remuneration from the embassy as compensation. This is a commission of work to an individual, not an employment contract with the Embassy, so social security and other necessary arrangements must be made by each individual as a sole proprietor. The contract imposes a confidentiality obligation not to disclose any information or matters learned in the course of work to external parties.

Additionally, the Embassy has a diplomat responsible for GGP, separate from the external consultant, who handle communications with the Ministry of Foreign Affairs of Japan.

3. Content of Commissioned Work

(1) General Work (Daily Operations)

- Reception of applications: Receive applications from recipient organizations, handle various inquiries related to applications, manage data, etc.
- Examination of applications: Examine the appropriateness, authenticity, and needs of the content of applications.
- Progress confirmation and implementation promotion of ongoing projects: Manage the progress of ongoing projects while communicating with recipient organizations. Also, address issues in completed cases.

This work is expected to be the main focus of this recruitment.

- Preparation of various reports.

(2) Specific Work (In addition to the general work in (1), work carried out as needed)

● Preliminary survey: Conduct on-site surveys at the planned implementation sites of applied projects to confirm the background, project content, maintenance and management system, and implementation capability of the recipient organization.
● Interim monitoring: Conduct on-site surveys based on interim reports submitted by recipient organizations during the implementation of projects to confirm progress, procurement status of materials and equipment, and any changes in plans.
● Completion monitoring: Conduct on-site surveys based on completion reports submitted by recipient organizations when projects are completed to confirm that the cases have been completed as planned.
● Follow-up: Conduct on-site surveys of projects two years after completion to confirm the current situation.
● Ceremony assistance work: Assist with the setup, photography, etc., related to GGP-related ceremonies (grant contract signing ceremonies, hand-over ceremonies, etc.).
● Other information gathering activities.

** In connection with the performance of the duties listed above, you may also be requested, as necessary, to perform duties incidental to them or other duties reasonably necessary for their performance..

4. Recruitment Guidelines

(1) Number of recruits

1 person

(2) Commission period

From February 1, 2027 (Monday) (to be adjusted after the selection of the successful candidate) to March 31, 2027 (Wednesday)
There may be a possibility of a one-year extension through consultation with the embassy.

(3) Commission fee

Determined based on the experience and expertise of the successful candidate. Specific guidelines will be provided during the interview.

(4) Location and time of work

Since it is not an employment contract with the Embassy, it is not obligatory, but for the actual work, close communication and cooperation with the diplomat responsible for GGP of the Embassy are essential, so basically, we ask for cooperation to work at the Embassy (temporary office) in line with the Embassy's opening hours (9:00-17:45). For work within the Embassy, a computer and an email address with a Japanese Ministry of Foreign Affairs account will be provided.

(5) Application conditions

● Must have Azerbaijani nationality.
● Must have graduated from university and have at least one year of paid work experience.
● Must have passed the Japanese Language Proficiency Test Level 1 or 2 and be able to read, write, and converse in Japanese.
● Must be a native Azerbaijani speaker and able to interpret with Japanese.
● Must have a certain level of English proficiency to create documents.
● Must be able to travel on business trips involving overnight stays.
● Must be proficient in operating computers and various applications.
● Must have an interest in social development in Azerbaijan.
● Must be willing to work collaboratively with colleagues from different cultural backgrounds.

(6) Recruitment period

November 16, 2026 (Monday) - December 4, 2026 (Friday)

(7) Application method

Please send the following documents to the specified email address by the deadline.
- CV (format is free, but please attach a photo and include educational background, work history, date of birth, email address, and mobile phone number)
- Copy of the certificate or transcript of the Japanese Language Proficiency Test
- Copy of transcripts of tests proving English proficiency (if available)
- Statement of purpose written in Japanese (within one A4 size page)
- Essay written in English (within one A4 size page)
  Theme: "Priority Areas in Rural Development of Azerbaijan"

If you have any questions regarding the application, please send them to the following email address. Please make the subject of the email "GGP application 2026". Questions by phone will not be accepted.

Email address: economic@bk.mofa.go.jp

(8) Selection method

First selection

Screening will be conducted based on the submitted documents. Only those who pass the first selection will be notified of the results on **around December 8 (Tuesday)**.

Second selection

December 15 (Tuesday) afternoon

A written test on Japanese and English and an interview in Japanese will be conducted at the Embassy of Japan in Azerbaijan (temporary office). The results will be communicated to all second selection candidates on **around December 16 (Wednesday)**.

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