

Embassy of Japan in Phnom Penh
Vacancy Announcement
Assistant of Security Section (ONE POST)

5 January 2016

The Embassy of Japan in Phnom Penh is seeking for a qualified Cambodian national to fulfill the position of an Assistant of Security Section as detailed below:

- Position Title: Assistant of Security Section
- Type of Contract: Full-time
- Location: Phnom Penh

- Duties
 - General supporting tasks, including appointment-making, translation of newspaper articles, communication with relevant local departments etc.
 - Draft letters(principal in English)
 - Interpret from Japanese to Khmer
 - Supervise to security guards

- Requirement
 - Cambodian national
 - Bachelor's degree
 - Holding Japanese Language Test of N2
 - Fluent in Japanese, English and Khmer
 - Excellent knowledge in using Microsoft Office suite.
 - Reliability and personal integrity.
 - Having relevant work experience is advantage.

- How to Apply

Interested candidates for this position must submit the following for consideration of the application:

 - Personal statements in English or Japanese with photo attached
 - CV with photo attached
 - A copy of Identification card
 - A copy of your academic/career certificate
 - A copy of your Japanese Language Test of N2

- Contact Details

Application should be submitted to Ms. Soklang, Security Section of the Embassy of Japan by mail.

Embassy Address: No.194, Moha Vithei Preah Norodom, Sangkat Tonle Bassac, Khan Chamkar Mon, Phnom Penh, Cambodia.

- Closing Date

15 January 2016, no later than 17:00.

- Application Information

- Working hours: Monday – Friday, 08:00 – 12:00 and 13:30 – 17:15 (overtime with pay).
- Tel: 023217161~4
- E-mail: Nhor.Soklang@pp.mofa.go.jp
- Only shortlisted candidates will be contacted for interviews.
- Final result of the job selection will be announced at the last week of the month.