

Embassy of Japan
Vacancy Announcement
(Economic and ODA Section Assistant)

11 December, 2017
The Embassy of Japan

The Economic and ODA (Official Development Assistance) Section of the Embassy of Japan in Cambodia is looking for a qualified Cambodian national to fulfil the position of an assistant as detailed below:

1. Position Title: Assistant of Economic and ODA Section
2. Type of Contract: Fixed term employment (3 months)
3. Duty Station: The Embassy of Japan in Cambodia
4. Starting date: The middle of January 2018

5. Main Duties:
 - (1) Support research on information related to the economy and ODA in Cambodia
 - (2) Translate and interpret documents or speeches from English into Khmer, and vice versa
 - (3) Support organizing various events such as signing ceremonies
 - (4) Drafting conference minutes
 - (5) Visit to ODA sites as an interpreter
 - (6) Secretarial job

6. Requirement, Essential Knowledge, Experience and Skills:
 - (1) Khmer nationality
 - (2) Proficiency in English
 - (3) Strong Computer skills including Microsoft Word, Excel and Power Point
 - (4) Honest and self-motivated individual who can work well in a team

7. Working hours: Monday-Friday, 08:00-12:00 and 13:30-17:15 (overtime with pay)

8. How to apply

(1) Application should be submitted to Ms Heang Sophorn, the Economic and ODA Section of the Embassy of Japan, by mail.

Postal address: Embassy of Japan, P.O. Box 21, Phnom Penh, Cambodia

(2) The following application documents are required:

- a) Your personal statement in Japanese or English.
- b) Your CV with photo
- c) A copy of your academic/career certificate
- d) A copy of your photo ID
- e) Specification of expected salary range

9. Application Deadline: 27 December 2017

Only short-listed candidates will be contacted for interviews and written tests.

10. Inquiries:

Economic and ODA Section, the Embassy of Japan in Cambodia

Tel: 023 217 161~4 (Ms.Heang Sophorn)

The embassy's address: No.194, Moha Vithei Preah Norodom, Sangkat Tonle Bassac, Khan Chamkar Mon, Phnom Penh, Cambodia