

Embassy of Japan  
EMPLOYMENT OPPORTUNITY  
<Culture and Information Section Assistant>

8 December 2014  
The Embassy of Japan

1. Job description

- (1) Support to organize various events such as receptions, cultural events, youth exchange programs
- (2) Management of the Embassy homepage and facebook
- (3) Publicity activities
- (4) Drafting documents
- (5) Support to Japanese language teachers and learners
- (6) Support to scholarship applicants
- (7) Secretariat job

2. The number to be recruited: 1 person

3. Requirements

- (1) Khmer nationality
- (2) Bachelor degree or higher degree
- (3) Command of Japanese language (N1 or N2 level in the Japanese-Language Proficiency Test or their equivalent level)
- (4) Fluent in English
- (5) Strong computer skills including Microsoft Word, Excel and Power Point
- (6) Honest and self-motivated individual who can work well in a team
- (7) Highest level of integrity in all aspects of work

4. Working hours : Monday-Friday, 08:00-12:00 and 14:00-17:45 (overtime with pay)

5. How to apply

- (1) Application should be submitted to the Information and Culture Section of the Embassy of Japan by email ([info.jpn@pp.mofa.go.jp](mailto:info.jpn@pp.mofa.go.jp))
- (2) Application must include the following;

- a) A personal statement (one-page) in English or Japanese of his/her career accomplishments
- b) A copy of a photo ID
- c) A CV with photo (within 2 pages)
- d) A copy of academic/career certificate
- e) A copy of certificate of result and scores of the Japanese-Language Proficiency Scores (if any)
- f) Specification of expected salary range

6. Application Deadline: January 5, 2015

\*Only short-listed candidate will be contacted for interviews.

7. Inquiries:

Information and Culture Section

[info.jpn@pp.mofa.go.jp](mailto:info.jpn@pp.mofa.go.jp), or 023-210-331 (Ms. Saray Sopheak)