

## Recruitment of Local Staff for the Embassy of Japan in Cambodia

The Embassy of Japan in Cambodia is recruiting 1 (one) local staff member.

Anyone who meets the requirements below is welcome to apply.

Please send the necessary documents to the address below by Wednesday, 23<sup>rd</sup> April 2014.

### 1. Job Description

Car driver and assist with general office work

### 2. Number of Vacancy

1 (one) person

### 3. Qualification Requirements

- Holder of Cambodian driving license
- Well acquainted with the geography of the area of Phnom Penh and other provinces.
- Car knowledge and can make simple car repairs.
- Capable of communicating in English (capable of communicating in Japanese would be desirable)
- Physically and mentally healthy
- Basic working hours are based on the opening hours of the Embassy. However, when it is necessary in duties, the Embassy requires you to work apart from the basic working hours and working days.

### 4. Working Information

- Office address: No. 194, Moha Vithei Preah Norodom, Sangkat Tonle Bassac, Khan Chamkar Mon, Phnom Penh, Cambodia
- Basic working hours:  
5 days a week, Monday to Friday (excluding the holidays of the Embassy),  
08:00 to 17:45 (Lunch break is from 12:00 to 14:00)
- Salary: Embassy will determine your salary based on the certain standards in Cambodia and will pay in US Dollars.

### 5. How to apply

Please send the following documents to the Embassy by Wednesday, 5 p.m., 23<sup>rd</sup> April 2014. And, please note that the Embassy will NOT return any of the documents submitted.

- CV either in English or Japanese with photo

- Copy of your ID Card (or a substitute)
- Copy of certificate of your degree and/or of your previous employment

6. Selection Process

(1) Application deadline: Wednesday, 5 p.m., 23<sup>rd</sup> April, 2014

(2) First Screening: document screening (late April)

(3) Second Screening: interview examination (late April)

(※ Only candidates who are selected for interview will be contacted and notified the final result in late April 2014.)

- Address for submitting your CV:  
P.O. Box 21, Phnom Penh, Cambodia  
Contact Person: Ms. Chhy Sakkal