

Embassy of Japan
EMPLOYMENT OPPORTUNITY
<Administrative staff in accounting and culture section>

1. Job description

- (1) Delivery of documents
- (2) Other maintenance and/or miscellaneous jobs
- (3) Support to organize various events such as receptions, cultural events and so on
- (4) Drafting documents
- (5) Secretariat job

2. Requirements

- (1) Khmer nationality
- (2) High school graduate or higher degree
- (3) Fluent in English
- (4) Command of Japanese language is strong advantage
- (5) Strong computer skills including Microsoft Word, Excel and Power Point
- (6) Driving license
- (7) Energetic, honest and self-motivated individual who can work well in a team
- (8) Highest level of integrity in all aspects of work

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

4. How to apply

- (1) Application should be submitted to the Culture and Information Section of the Embassy of Japan by email (info.jpn@pp.mofa.go.jp)
- (2) Application must include the following;
 - A personal statement (one-page) in English or Japanese of his/her career accomplishments
 - A CV with photo (within 2 pages)
 - Specification of expected salary range

5. Application Deadline: August 22, 2014

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