

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

*DATE* November, 2015  
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: Full time employment
3. Duty Station: The Embassy of Japan in Cambodia
4. Starting date: January 2016
5. Main Duties:
  - (1) Research on the Cambodian economy and ODA to Cambodia;
  - (2) Khmer-English translation and interpretation;
  - (3) Organizing events (ceremonies, official meetings etc.);
  - (4) Drafting letters;
  - (5) Secretarial work
6. Requirement, Essential Knowledge, Experience and Skills:
  - (1) Khmer nationality;
  - (2) Fluent in English (fluent in Japanese is an advantage);
  - (3) Bachelor's degree (MA or Ph D is an advantage);
  - (4) More than 3 years of job experience in the private or the public sector etc. as a secretary, researcher or in a relevant position; (job experience regarding "International development assistance" is an advantage)
  - (5) Computer skills including Microsoft Word, Excel and Power Point;
  - (6) Honest and self-motivated individual who can work well in a team;
  - (7) Integrity in all aspects of work
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 Low Ly Y, the Economic and ODA Section of the Embassy of Japan, by mail.

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

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

(2) The following application documents are required:

- a) Your personal statement in English or Japanese.
- 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

5. Application Deadline: 18 December 2015

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

6. Inquiries:

Economic and ODA Section, the Embassy of Japan in Cambodia

Tel: 023 217 161~4 (Ms. Low Ly Y)