

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

February 20, 2015
The Embassy of Japan

The Economic and ODA Section of the Embassy of Japan in Cambodia is looking for a qualified Cambodian national to fill the position of ONE Assistant of the Economic and ODA Section.

1. Key duties

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

2. Requirements and qualifications

- (1) Khmer nationality
- (2) Command of Japanese language (N1 or N2 level in the Japanese Language Proficiency Test or their equivalent level)
- (3) Fluent in English
- (4) Strong computer skills including Microsoft Word, Excel and Power Point
- (5) Honest and self-motivated individual who can work well in a team
- (6) 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 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) Application documents are below;

- 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 certificate of result of the Japanese-Language Proficiency Test
- e) A copy of your photo ID
- f) Specification of expected salary range

5. Application Deadline: 13 March 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)