

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

January 29 2016
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: early March 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: 12 February 2016

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)