

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

7 December, 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 to Economic and ODA Section
2. Type of Contract: Full time employment
3. Duty Station: The Embassy of Japan in Cambodia
4. Starting date: The middle of January 2017

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

6. Requirement, Essential Knowledge, Experience and Skills:
 - (1) Khmer nationality
 - (2) Good command of Japanese language (N1 or N2 level in the Japanese Language Proficiency Test or their equivalent level)
 - (3) Proficiency in English
 - (4) Computer skills including Microsoft Word, Excel and Power Point
 - (5) Honest and self-motivated individual who can work well in a team

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.

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 Japanese or English.
- 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

9. Application Deadline: 23 December 2016

Only short-listed candidates will be contacted for interviews and written tests.

10. Inquiries:

Economic and ODA Section, the Embassy of Japan in Cambodia

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

E-mail: eco.jpn@pp.mofa.go.jp