

Embassy of Japan
Vacancy Announcement
(Assistant in Culture and Information Section)

3 January, 2017
The Embassy of Japan

The Culture and Information 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 Culture and Information Section
2. Type of Contract: Full time employment
3. Duty Station: The Embassy of Japan in Cambodia
4. Starting date: The beginning of April 2017

5. Main Duties:
 - (1) Support organizing various cultural events
 - (2) Support managing the Embassy's homepage and Facebook
 - (3) Support communication with the local media
 - (4) Translate and interpret documents and articles from English into Khmer, and vice versa
 - (5) Drafting documents and reports
 - (6) Secretarial job

6. Requirement, Essential Knowledge, Experience and Skills:
 - (1) Khmer nationality
 - (2) Proficiency in Khmer and English
 - (3) Interest in Japanese culture
 - (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. Saray Sopheak, the Culture and Information Section of the Embassy of Japan.

■ Email: info.jpn@pp.mofa.go.jp

■ 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 Khmer and 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: 31 January 2017

Only short-listed candidates will be contacted for interviews and written tests by the beginning of February.

10. Inquiries:

Culture and Information Section, the Embassy of Japan in Cambodia

Tel: 023 217 161~4 (Ms. Saray Sopheak)