

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

12 January, 2017
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: Middle of February
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 when necessary)

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. (Japanese preferred)
- 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.

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