

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

8 June, 2020
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 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. Tentative Starting date: From August 2020

5. Main Duties:
 - (1) Research work on matters related to Labor, Vocational Training Migrant Worker and Scholarship.
 - (2) Translation of documents and speeches and interpretation from Japanese or English into Khmer, and vice versa (including visiting ODA sites as an interpreter)
 - (3) Preparation and Coordination relating to various events such as meeting, signing ceremonies, scholarship orientation, etc.
 - (4) Preparation of Press Release, Facebook/Homepage update (including Introduction of Japan)
 - (5) and other general secretarial tasks

6. Requirement, Essential Knowledge, Experience and Skills:
 - (1) Khmer nationality
 - (2) Proficiency in Japanese and /or English language
 - (3) Bachelor's degree or higher
 - (4) Computer skills including Microsoft Word, Excel and Power Point
 - (5) Honest and self-motivated individual who can work well in a team
 - (6) (Preferably) Experience/Expertise in Labor Issues

7. Working hours: Monday-Friday, 08:00-12:00 and 13:30-17:15

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 E-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 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: 12:00PM, 22, June

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