

Recruitment of **Temporary Local Staff** for the Consular Office of Japan in Siem Reap

The Consular Office of Japan in Siem Reap is recruiting a **temporary local staff**. For those who wish to be employed, please bring all necessary documents to the Consular Office of Japan or send those to the email address below. The closing date for applications is Monday, 10 August, 2020.

1. Job Description

Deal with consular and accounting work, communication with others and make arrangements, and other matters related to the general affairs, etc.

2. Number of vacancies: One local staff

3. Qualification Requirements

- (1) Cambodian national
- (2) Capable of using a computer (Microsoft Word, Excel, Power Point and internet browsers, etc.)
- (3) Proficiency in English and N3 or higher level of Japanese-Language Proficiency Test or equivalent Japanese ability

4. Working Information

- (1) Working location: Consular Office of Japan in Siem Reap
Sokha Palace Siem Reap Hotel, Road 60, Phum Trang, Sangkat
Slorkram, Siem Reap, Cambodia.
- (2) Working hours: 5 days per week from Mondays to Fridays (Excluding the holidays of the Consular Office)
8:00~17:15 (Lunch break from 12:00~13:30)
- (3) Salary will be determined based on the standard of salary established by the Consular Office of Japan and will be paid in US Dollars.
- (4) Period of employment: From 23 September, 2020 until 21 December, 2020 (subject to change)

5. How to apply

Please enclose the following documents from (1) to (4) in an envelope indicating “your name” and “temporary local staff application”, and bring those to the Consular Office of Japan by Monday, 10 August, 2020. If you wish to apply through email, please mention “temporary local staff application” in the subject.

- (1) CV either in Japanese or English (a face photograph must be attached)
- (2) Copy of identity documents (ID card or a substitute)
- (3) Copy of documents certifying the academic records and work history
- (4) Copy of passing certificate of Japanese-Language Proficiency Test

Contact information:

P.O.Box 93055, Siem Reap, Cambodia
Consular office of Japan in Siem Reap (Attn;Ms.Sothana)
Tel: 063-963-801~3 (Ms. Sothana)

Email: consuljp.rep@re.mofa.go.jp

Only those who pass the preliminary screening will be contacted for interview test at the Consular Office of Japan.