

## **The Embassy of Japan**

### **Job Announcement**

#### **Assistant in the Political Affairs Section**

The Embassy of Japan is seeking candidates for the position of Assistant in the Political Affairs Section. The details of this position are as follows:

#### **Overview**

- Hiring Agency      Embassy of Japan in Cambodia
- Position Title      Assistant in the Political Affairs Section
- Work Schedule      Full-time, 08:00-12:00 and 13:30-17:15

#### **Main duties and responsibilities**

The assistant is responsible for 1) monitoring and summarizing news and unclassified information, 2) attending meeting or press conferences with or on behalf of Japanese staff, 3) assisting information collection and analysis work by the Embassy, and other assignments, including translation and filing.

#### **Minimum qualification**

- Cambodian national, under 35 years old
- At least five years of working experience (preferably)
- A Bachelor degree
- Fluent in both spoken and written English. Knowledge of Japanese, Chinese and/or French languages is an advantage.
- Proficiency in Microsoft Office (Word, Excel, Power Point)
- Flexible and able to work overtime
- A confident and self-motivated personality with a spirit of teamwork

\* The selected candidate will be required to submit a security certification and complete a mandatory probationary period.

## **Application**

Required Documents:

- Personal statement in English with expected salary range
- Detailed CV with a photo taken within 6 months
- Copy of national ID
- Copy of academic/career certificate(s)
- Copy of thesis/report written by an applicant (if there is)

Submission Address:

Political Affairs Section, Embassy of Japan

#194 Norodom Blvd. Phnom Penh

E-mail: [political.jpn@pp.mofa.go.jp](mailto:political.jpn@pp.mofa.go.jp)

Deadline:

14 December 2020 at 12:00 o'clock

\*Applications submitted after the deadline will not be considered. Only short listed applicants will be contacted for a written examination and an interview.

## **Inquiry**

Mr. Kim Vanny

Political Section, Embassy of Japan

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Thank you very much for your interest in working at the Embassy of Japan in Cambodia.