

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

The Consular Office of Japan in Siem Reap is recruiting a 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, 19 July, 2021.

1. Job Description

- (1) Research work related to Politics and Economics
- (2) Consular work assistance
- (3) Translation and interpretation from Cambodian into English or Japanese, and vice versa
- (4) Communication with others and make arrangements

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) Language proficiency (English proficiency is essential. In addition to the English ability, applicants who hold N3 or higher level of Japanese-Language Proficiency Test or those who have equivalent Japanese ability are preferred.)

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 Monday to Friday (Excluding the holidays of the Consular Office)
8:00~17:15 (Lunch break from 12:00 to 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) Successful applicants will be employed from September 2021.

5. How to apply

Please enclose the following documents from (1) to (4) in an envelope indicating “your name” and “local staff application”, and bring those to the Consular Office of Japan by Monday, 19 July, 2021. If you wish to apply through email, please mention “local staff application” in the subject.

- (1) CV either in English or Japanese (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) (If any) Copy of passing certificate of N3 or higher level 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

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