

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

20 April 2022  
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 June 2022

5. Main Duties:

- (1) Translation of documents and speeches and interpretation from English (and Japanese if possible) into Khmer, and vice versa (including visiting ODA sites as an interpreter)
- (2) Preparation and coordination relating to various events such as meeting, signing ceremonies.
- (3) Attending meetings with or on behalf of Japanese diplomat and drafting a record.
- (4) Assisting information collection
- (5) other general secretarial tasks

6. Requirement, Essential Knowledge, Experience and Skills:

- (1) Cambodian nationality
- (2) Proficiency in English language and preferably in Japanese language also
- (3) Bachelor's degree or higher
- (4) IT literacy to carry out and fulfill the duties described in 5, including proficiency in Microsoft Office (Word, Excel and Power Point), internet search, and SNS
- (5) Honest and self-motivated individual who can work well in a team
- (6) Flexible and able to work overtime

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: 23:59, Tuesday 3 May

**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](mailto:eco.jpn@pp.mofa.go.jp)