

EMBASSY OF JAPAN

VACANCY ANNOUNCEMENT

The Embassy of Japan is recruiting a qualified Cambodian national to fulfil a position in the Embassy as detailed below:

Application deadline: 29 September (Friday)

1 Main duties

Maintenance works (office building and Ambassador's Residence building, facilities maintenance, and upkeep tasks, etc.)

2 Number of recruitment

1 position

3 Qualifications required

- (1) Cambodian national
- (2) Level 2 in Japanese Language Proficiency Test (JLPT) or above or an equivalent level in written and spoken Japanese and English
- (3) Computer skills (Word, Excel, Internet etc.)
- (4) Expertise in maintenance work is desirable (construction, machinery, equipment, electronic)

4 Working Information

(1) Place of work:

Embassy of Japan in Cambodia

No. 194, Moha Vithei Preah Norodom, Sangkat Tonle Bassac, Khan Chamkar Mon, Phnom Penh, Cambodia

(2) Working hours:

5 days a week, from Monday to Friday (excluding Embassy's holidays)

08:00 – 17:15 (lunch break: 12:00 – 13:30)

(3) Salary:

Salary will be determined based on the standard salaries in Cambodia and will be paid in US dollar

5 How to apply

Interested candidates must submit the following documents via email (koyo-1@pp.mofa.go.jp) by 5:00 pm, 29 September (Friday). Documents submitted to the Embassy will not be returned.

- (1) CV in English or Japanese (with photo attached)
 - (2) A copy of identification card
 - (3) Copies of academic and career certification documents
 - (4) A copy of a certificate of proficiency awarded for passing the level N2 JLPT or above
- (Those whose native language is Japanese are excluded)

6 Selection process

- (1) First screening: screening of application materials (shortlisting process)
- (2) Second screening: interviews (around mid-October)

(Only shortlisted candidates will be contacted for interviews. The final result will be notified around late November)

Contact details:

Email: koyo-1@pp.mofa.go.jp

Telephone No.: 023-217161 ~ 4

Contact persons: Ms. Sakkal, Ms. Phallin