

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: 8 October (Sunday) 5:00 pm

- 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, 8 October (Sunday). 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