

The Embassy of Japan

Job Announcement

Temporary Assistant in the Political Affairs Section

The Embassy of Japan is seeking candidates for the position of Temporary 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
- Hiring Period: 16 January 2024 -12 April 2024 (TBC)

Main duties and responsibilities

The assistant is responsible for 1) monitoring and summarizing news and unclassified information, 2) attending meetings 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.

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

Deadline:

1 December 2023 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 or Ms. Noun Somonika

Political Section, Embassy of Japan

Phone: 023-217-161

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