

EMBASSY OF JAPAN

VACANCY ANNOUNCEMENT

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

Application deadline: 6 June (Friday)

1. Main duties

Support routine tasks of the Consular Section.

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. 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 (Afternoon 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 (consular.jpn@pp.mofa.go.jp) by 5:00 pm, 6 June (Friday):

- (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.

* Documents submitted to the Embassy will not be returned.

6. Selection process

- (1) First screening: screening of application materials (shortlisting process).
(2) Second screening: interviews. (in the middle of June)

(Only shortlisted candidates will be contacted for the interview. The final result will be notified in the early July).

Contact details:

Email: consular.jpn@pp.mofa.go.jp

Telephone No.: 023-217161 ~ 4

Contact persons: Ms. Rinjer, Ms. Leakhena