

## **The Embassy of Japan**

### **Job Announcement**

#### **Assistant/Clerk for the Consular Office of Japan in Siem Reap**

The Consular Office of Japan in Siem Reap is seeking a qualified Cambodian national to fulfil the position of an assistant/clerk. For those who wish to be employed, please bring all necessary documents to the Consular Office of Japan or send those to the email address below. The closing date for applications is Friday, 30 May, 2025.

#### **1. Main duties and responsibilities**

- (1) Monitoring and researching the political and economic situation in the five Northwestern provinces under the jurisdiction (Siem Reap, Banteay Meanchey, Kompong Thom, Preah Vihear, Oddar Meanchey)
- (2) Supporting consular duties, including liaison with police and other relevant authorities.
- (3) General Secretarial tasks such as making appointments, attending meetings with or on behalf of Japanese officials, drafting various documents (letter, speech, minute, aide-memoire, etc.) and assisting in planning and organizing a variety of events.
- (4) Translation and interpretation from Cambodian into English or Japanese, and vice versa

#### **2. Minimum qualification**

- (1) Cambodian national
- (2) A bachelor degree
- (3) At least five years of working or researching experience (preferably)
- (4) Fluent in both spoken and written English. Strong knowledge of Japanese (N3 or higher level of Japanese-Language Proficiency Test) is advantage.
- (5) IT literacy to fulfill the duties, including proficiency in Microsoft Office (Word, Excel, Power Point), internet search and SNS.
- (6) Flexible and able to work overtime
- (7) A confident and self-motivated personality with a spirit of teamwork

\*The selected candidate will be required to submit a security certification.

#### **3. Working Information**

- (1) Working location: Consular Office of Japan in Siem Reap  
Sokha Palace Siem Reap Hotel, Road 60, Phum Trang, Sangkat Slorkram, Siem Reap, Cambodia.
- (2) Work Schedule: Full-time. 08:00-12:00 and 13:30-17:15
- (3) Hiring Date: Scheduled to be hired in the beginning of July 2025. Details to be decided by consultation.

#### 4. Application

Please enclose the following documents in an envelope indicating “your name” and “local staff application”, and bring those to the Consular Office of Japan by Friday, 30 May, 2025. If you wish to apply through email, please mention “local staff application” in the subject. Only those who pass the preliminary screening will be contacted for an interview test at the Consular Office.

- (1) Personal Statement in English with expected salary range
- (2) Detailed CV in English with a face photograph taken within 6 months
- (3) Copy of national ID card
- (4) Copy of documents certifying the academic records and work history
- (5) (If any) Copy of thesis/report written by an applicant (in English, Khmer or other language)
- (6) (If any) Copy of certificate of N3 or higher level of Japanese-Language Proficiency Test

#### Contact information:

Consular Office of Japan in Siem Reap (Attn; Ms. Sothana)

Tel: 063-963-801~3

Email: [consuljp.rep@re.mofa.go.jp](mailto:consuljp.rep@re.mofa.go.jp)

Thank you very much for your interest in working at the Consular Office of Japan in Siem Reap.