

Embassy of Japan  
Job Announcement  
Temporary Assistant in the Economic and ODA Section

The Embassy of Japan is seeking candidates for a temporary assistant position of the Economic and ODA (Official Development Assistance) Section. Details of this the position are as follows;

**Overview**

- Hiring Agency: Embassy of Japan in Cambodia
- Position Title: Assistant in the Economic and ODA Section
- Work Schedule: Full-time, 08:00-12:00 and 13:30-17:15
- Hiring Period: 26 January 2026 -18 April 2026 (TBC)

**Main duties and responsibilities**

1. Scholarship Coordination
2. Labour Issues
3. Social Assistance Issues
4. Translation of documents and speeches, interpretation from English (and Japanese if possible) to Khmer, and vice versa (including visiting ODA sites as an interpreter).
5. Preparation and coordination relating to various events such as meetings, signing ceremonies.
6. Information collection and analysis
7. Other general secretarial tasks

**Minimum qualification**

- Cambodian national
- At least five years of working experience (preferably)
- A Bachelor degree
- Fluent in both spoken and written English. Knowledge of Japanese is an advantage.
- IT literacy to carry out and fulfill the duties, including proficiency in Microsoft Office (Word, Excel, Power Point), internet search, and SNS
- Flexibility to work overtime if necessary
- 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 or Japanese with expected salary range
- Detailed CV with a photo taken within 6 months
- Copy of national ID
- Copy of academic/career certificate(s)

Submission address:

Ms. Filiyan Roth

Economic and ODA Section, Embassy of Japan

E-mail: [eco.jpn@pp.mofa.go.jp](mailto:eco.jpn@pp.mofa.go.jp)

Postal address: P.O. Box 21, Phnom Penh, Cambodia

Embassy's location: No.194, Norodom Blvd. Phnom Penh

Deadline:

**Wednesday 24 December 2025**

\*Applications submitted after the deadline will not be considered. Only short listed applicants will be contacted for a written examination and an interview.

## **Inquiries**

Ms. Filiyan Roth

Economic and ODA Section, Embassy of Japan in Cambodia

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