

Embassy of Japan

Job Announcement

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

Application deadline: Friday 24 April 2026

1. Main duties

Supporting 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).

(Overtime may be required depending on the situation.)

- (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, Friday 24 April 2026**:

- (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 May)

(Only shortlisted candidates will be contacted for the interview. The final result will be notified in the end of May).

Contact details:

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

Telephone No.: 023-217-161 ~ 4

Contact persons: Ms. Rinjer, Ms. Leakhena

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