

# **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 5 June 2026**

## **1. Main duties**

Assistance to the Security Section

- General support duties (appointment coordination and liaison with relevant departments)
- Document creation (including documents in English)
- Interpretation and translation (Japanese and Khmer)
- Supervision of security guards

## **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 5 June 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 June)

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

### **Contact details:**

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

Telephone No.: 023-217-161 ~ 4

Contact persons: Mr. Chamroeun

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