

Embassy of Japan
EMPLOYMENT OPPORTUNITY
Information and Culture Section Staff

Requirements:

- Cambodian nationality
- Possess bachelor or higher degree in any fields
- Strong command of English and Khmer
- Command of Japanese and knowledge about Japan are strong advantages
- Strong computer skills including Microsoft Word, Excel and Power Point
- Good communication and negotiation skills

Primary responsibilities:

- assisting diplomats in such fields as 1) cultural events, 2) Government scholarship programs, 3) youth exchange programs, 4) promotion of Japanese language education, 6) updating website, 7) translation and interpretation
- other duties as assigned

Hours of work: Monday to Friday, 08:00–12:00 and 14:00–17:45

Application must include:

- A personal statement (one-page) in English and/or Japanese of his/her academic and/or career accomplishments
- A CV with photo (within 2 pages)
- Specification of expected salary range

Application should be submitted to the Information and Culture Section of the Embassy of Japan by email (info.jpn@pp.mofa.go.jp) or by mail.

Deadline for applications: May 21, 2012

Only short-listed candidate will be contacted for interviews.