

Recruitment of Local Staff for the Embassy of Japan in Cambodia

The Embassy of Japan in Cambodia is recruiting **2 (two) local staff members**. Anyone who meets the requirements below is welcome to apply. Please send the necessary documents (as indicated 「5」) to the address below **by 5pm 1st July 2013**.

1 Number of vacancy (TWO)

- 1 (One) for the economic section
- 1 (One) for the accounting section

2 Job Description

(a) Economic Section

General administrative support to research of macroeconomic data, making reports of various economic activities and so forth.

(b) Accounting Section

General administrative support to accounting data process, maintenance of the facilities of the Embassy and so forth.

3 Qualification Requirements

▪ Economic Section

- (a) Khmer or Japanese national who stays legally on a long term basis**
- (b) Fluent in English**
- (c) College-educated or higher qualification holders**
- (d) Capable of using computers (Word, Excel, internet browsers)**

▪ Accounting Section

- (a) Khmer or Japanese national who stays legally on a long term basis**
- (b) Holder of Japanese-Language Proficiency Test N2 or equivalent Japanese ability, or native speaker of Japanese.**
- (c) Capable of using computers (Word, Excel, internet browsers)**

4 Terms of Employment

- (a) Working venue is the Embassy of Japan in Cambodia, No.194, Moha Vithei Preah Norodom, Sangkat Tonle Bassac, Khan Chamkar Mon, Phnom Penh, Cambodia**

- (b) Basic working hours are from 08:00 to 17:45, Mon-Fri. excluding the holidays of the Embassy (Lunch break 12:00- 14:00)
- (c) Salary will be determined based on the certain standards in Cambodia and will be paid in US Dollars.

5 How to apply (necessary documents)

Please send the following documents to the Embassy;

- (a) Copy of your ID card (or a substitute)
- (b) CV either in English or Japanese
- (c) Photo
- (d) Copy of certificate of your degree or of your most recent employment.
- (e) Personal Statement (why you would like to work for the Embassy)
 - *Please note that you must write clearly the section (accounting or economic) which you want to apply for on the front page.
- (f) (Only for the accounting section) the copy of Japanese Language Proficiency N2 certification (this is not necessary if you are a Japanese native speaker.).

6 Selection Process

After receiving application documents, the Embassy will select the candidates in the following procedures;

- (a) Those who pass the initial document screening will be invited to come to the Embassy for an interview at the beginning of July (Please note that, as a fair number of candidates are expected to apply, the Embassy will NOT contact those who do not pass the initial document screening.).
- (b) Considering the performance of the interview, the Embassy will notify the final result to all the candidates who are invited for the interview around July 10, 2013.
 - * Please note that the Embassy will NOT return any of the documents submitted.

Please contact the Embassy of Japan in Cambodia for any enquiries with this recruitment.

Tel: 023-217161~4

Economic Section: Ms. BUNTHAN CHARYA

Accounting Section: Ms. CHHY SAKKAL

Mail Destination: P.O. Box 21, Phnom Penh, Cambodia

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