

# **EMBASSY OF JAPAN**

## **VACANCY ANNOUNCEMENT**

The Embassy of Japan is looking for a qualified Cambodian national to fulfil a position in the Embassy as detailed below:

Application deadline: 17 March (Friday)

1. Main duties  
Support routine 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: No. 194, Moha Vithei Preah Norodom, Sangkat Tonle Bassac, Khan Chamkar Mon, Phnom Penh Capital.
  - (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).
  - (3) Salary: Salary is paid in US dollar.
5. How to apply  
Interested candidates must submit the following documents by 5:00 pm, 17 March (Friday):
  - (1) Resume 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 will not be returned.

6. Selection process

Application Deadline: 17 March (Friday) 17:00pm

(1) First screening: shortlisting process.

(2) Second screening: interviews. ( Late March)

**(Only shortlisted candidates will be contacted for interviews.  
The final result will be announced early April).**

Contact details:

Address: No. 194, Moha Vithei Preah Norodom, Sangkat Tonle Bassac, Khan  
Chamkar Mon, Phnom Penh Capital.

Telephone No.: 023-217161 ~ 4

Contact persons: Mrs. Borey, Mrs. Suyama