Date: March 29, 2017

Recruitment of Local Staff for the Embassy of Japan in Cambodia
(Administration/Accounting Section)

The Administration/Accounting Section of the Embassy of Japan in Cambodia is currently recruiting 1(one) local staff. For those who wish to be employed, please send all necessary documents to the mailing address or email address below. The closing date for submitting applications is Tuesday, April 11, 2017.

1) Job Description (Administrative/Accounting Support)

Facilitate communication and make other arrangements, deal with accounting work, and other matters related to general affairs, etc.

2) Number of vacancies: 1 (one) vacancy

3) Qualification Requirements

(1) Khmer or Japanese national who legally stays on a long term basis

(2) Hold at least N3 level of Japanese-Language Proficiency Test or equivalent Japanese ability

(3) Capable of using a computer (Word, Access, Excel, and internet browsers, etc.)

4) Work Information

(1) Work location: Embassy of Japan in Cambodia,

(No.194, Moha Vithei Preah Norodom, Sangkat Tonle Bassac, Khan Chamkar Mon, Phnom Penh, Cambodia)

(2) Normal working hours: 5 days per week from Mondays to Fridays (excluding the holidays of the Embassy), 08:00 to 17:15 (Lunch break 12:00- 13:30)

(3) Salary will be determined based on the standard salaries in Cambodia and will be paid in US Dollars.

5) How to apply

Please note the requirements in the following documents and send them to the Embassy of Japan or email to account.jpn@pp.mofa.go.jp .

(1) CV either in Japanese or English (a face photograph must be attached)
(2) Copy of evidence of identity documents (ID card or a substitute)
(3) Copy of documents certifying the academic records and work history
(4) Copy of passing certificate of Japanese-Language Proficiency Test of at least N3 level

Address for submitting applications:
    P.O Box 21, Phnom Penh, Cambodia
    Tel: 023 217 161 ~ 4 (Ms. Chhy Sakkal)

Only those who pass the preliminary screening will be contacted for interview test.