

**VACANCY ANNOUNCEMENT**  
**EMBASSY OF JAPAN**  
**( information & culture section )**

The Embassy of Japan, Yangon is currently looking for suitable and qualified Myanmar national candidates for the following position:

Position: **Assistant Clerk**  
Working Hours: **Full-time**  
Closing Date: **Friday, February 13, 2015**

**BASIC FUNCTION OF POSITION:**

Under the supervision of the Japanese staffs, he/she provides secretarial/clerical and related support services in the section. Major activities are as follows:

- recruiting and dispatching process for Japanese Government (Monbukagakusho) Scholarship program and other various invitation programs
- management of the Embassy's website and Facebook page, including the news gathering activity on the spot.
- arrangements and preparation for the Japanese cultural events organized by the Embassy
- liaison for Myanmar Government (ministries, agencies and other authorities) , mass media and Japan-related organizations in regard to cultural events

**QUALIFICATIONS REQUIRED:**

- bachelor degree (at least)
- Excellent communication skills in English and Japanese are required
- Ability to use standard business software (MS Word, PowerPoint, Excel and the like) and to update embassy's web site.
- Good interpersonal skills and problem-solving ability
- Prior experience of secretarial or administrative work using Japanese and English is an advantage

**TO APPLY:**

Interested candidates for this position are requested to submit the following documents to the embassy by person or mail at **info.cul@yn.mofa.go.jp**

- Detailed curriculum vitae (in English or Japanese)
- Copies of certificates that address the qualification requirements of the position( such as bachelor's degree)
- Copies of any other certificates in accomplished fields
- Copy of National Registration Card



**Embassy's address:**

Embassy of Japan  
No. 100, Natmauk Road,  
Bahan Township,  
Yangon

**Enquiries** Contact at 01-549644~48 between 8:30 am and 5:00 pm from Monday to Friday

**There will be an interview for the short-listed candidates preferably in late February at the Embassy of Japan in Yangon.**