

**VACANCY ANNOUNCEMENT**  
**EMBASSY OF JAPAN**

**POSITION: OFFICE CLERK**

**OPENING DATE: 1<sup>st</sup> December 2014 (Monday)**

**CLOSING DATE: 15<sup>th</sup> December 2014 (Monday)**

**WORK HOURS: FULL-TIME**

The Embassy of Japan, Yangon is currently seeking a qualified Myanmar national **for the position of clerk in the information & culture section** of the embassy.

**Basic Functions of Position**

- Assists in selecting students for Japanese Government (Monbukagakusho) Scholarship program and other similar programs
- Facilitates dispatch of Myanmar nationals to Japan under various programs
- Prepares necessary documents and makes arrangements for the Japanese cultural events organized by the Embassy
- Liaises with Myanmar Government (ministries, agencies and other authorities) when necessary
- Liaises with Japan-related organizations in regard to cultural events
- Performs secretarial jobs when necessary

**Qualifications Required**

- A bachelor degree (at least)
- Prior work experience using Japanese and English is an advantage
- Excellent written, communication and negotiation skills in English (a high score in TOEFL, IELTS, etc will be appreciated)
- Excellent proficiency in Japanese reading, writing and speaking is highly evaluated
- Good interpersonal skills and problem-solving ability
- Computer literate (especially with Microsoft Office applications , Internet and Web Loading)

**To Apply**

- Interested candidates for this position must submit the following documents
- Detailed curriculum vitae (in English or Japanese)
- One recent photograph (passport size)
- 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
- Recent health certificates from any well-known clinic

**To submit application to:**

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