



EMBASSY OF JAPAN (YANGON) Vacancy Announcement



The Embassy of Japan is recruiting qualified individuals for the following two positions:

- ◆ Employment Type: full-time (08:30 - 17:15 from Monday to Friday)
- ◆ Starting Date: 1 April 2022 (TBC)
- ◆ Salary: Monthly payment (Amount TBC based on experience)

Position	Position 1 CLERK at Protocol Section	Position 2 CLERK at Security Section
Main Tasks	<ul style="list-style-type: none"> Administrative support for organising diplomatic events, such as making invitations, seating planning and menu for receptions and meetings, in accordance with diplomatic protocol. Secretarial support for the protocol section officers, including drafting official reports concerning the operation of the Embassy Management of diplomatic letters and documents No previous experience in related field required 	<ul style="list-style-type: none"> Administrative and secretarial support for the security section officer including monitoring and reporting of security information Management of the security section staff and security gadgets Communication with related organizations Risk management, such as responsiveness at emergency and efficient communication with the team No previous experience in related field required
Language Requirements	<ul style="list-style-type: none"> Burmese : Native level English : Fluent level Japanese : Professional (fluent oral communication, and competency in reading and typing basic Kanji. N2 level or equivalent) 	<ul style="list-style-type: none"> Burmese : Native level English : Fluent level Japanese : Fluent level (fluent oral communication. N3 level or equivalent)

Common Requirements

- ✓ Bachelor's degree
- ✓ Competency in using Microsoft Office applications and the Internet
- ✓ Interpersonal communication ability to work collaboratively with colleagues

How to Apply

Please submit your application to recruit@yn.mofa.go.jp by email with the below attachments within 10 MB (applications by other measures such as postal service will not be accepted.). The email subject must clearly indicate which position you are applying to:

- Cover letter outlining ;
 - Which position you are applying
 - Reasons for applying
 - Motivation for the position
 - Your relevant work experience
 - How you are able to meet the requirements for the position

The letter should be written in either English or Japanese of your choice within 2 pages of A4 size paper.

Note: You can apply to multiple positions, but please make separate applications for each position, and submit each application in a separate email, with a clear indication of which position you are applying to.

- Detailed CV written in English **with a photo**, describing your academic and professional background, family structure, and your contact information (cellphone number)
- Copy of your bachelor's degree certificate
- Copy of your National Registration Card
- Other supporting documents if any (e.g. result of language test such as Japanese Language Proficiency Test result, essay, dissertation or certificates)

Application closing date is **【28 February 2022】** (The Embassy will contact only shortlisted candidates by 7 March)