



EMBASSY OF JAPAN (YANGON)



(Vacancy Announcement)

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

- Employment Type: full-time (08:30 - 17:15 from Monday to Friday)
- Starting Date: 1 April 2021 (TBD)
- Salary: Monthly payment (Amount TBD)

Common Requirements

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

Position	(Position 1) CLERK at Political Affairs Section	(Position 2) CLERK at Consular Section	(Position 3) Secretary
Main Tasks	<ul style="list-style-type: none"> • Developing and maintaining a network of key contacts across government, political parties, academia, civil society and diplomatic corps etc. • Drafting and editing documents and papers such as Ambassador's speech, statement, public message from the Embassy etc. • Conducting ad-hoc research and analysis on country's current topics 	<ul style="list-style-type: none"> • Consular support for Japanese nationals in Myanmar • Administrative and secretarial support in the Embassy • Assistance for coordination with the Myanmar Government 	<ul style="list-style-type: none"> • Secretarial and administrative support in the Embassy • Support for organizing events and functions of the Embassy
Language Requirements	<ul style="list-style-type: none"> • Burmese : Native level • <u>English : Native level (at least a few years working experience using English)</u> • Japanese proficiency is desirable but not a prerequisite 	<ul style="list-style-type: none"> • Burmese : Native level • English : Fluent level • <u>Japanese : Fluent level (in speaking, reading and writing)</u> 	<ul style="list-style-type: none"> • Burmese : Native level • English : Fluent level • Japanese proficiency is desirable but not a prerequisite

How to Apply

Please submit your application to com@yn.mofa.go.jp by email with the below attachments (applications by other measures such as postal service will not be accepted.). The email subject must be noted using the following format: 'Which position you are applying to (Full Name)'. For example: 'Position 1 (John Smith)'.

1. Cover letter outlining 1) which position you are applying, 2) reasons for applying, 3) motivation for the position, 4) your relevant work experience, and 5) how you are able to meet the requirement 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 the position number noted in the email subject as per the above instruction.
2. Detailed CV written in English **with a photo**, describing your academic and professional background, family structure, and your contact information (cellphone number)
3. Copy of your bachelor's degree certificate
4. Copy of your National Registration Card
5. 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 **22 February 2021**
(The Embassy will contact only shortlisted candidates by 26 February)