



EMBASSY OF JAPAN

Job Vacancy Announcement



The Embassy of Japan is recruiting a qualified individual for the following position:

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

Position	CLERK at Political Section
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
Language Requirements	<ul style="list-style-type: none"> ● Burmese : Native level ● English: Native level (at least a few years working experience using English) ● Japanese proficiency is desirable but not a prerequisite

Prerequisite

- ✓ 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 ways such as postal service will not be accepted.).

1. **Cover letter** outlining:
 - 1) Which position you are applying
 - 2) Reasons for applying
 - 3) Motivation for the position
 - 4) Your relevant work experience
 - 5) How you are able to meet the requirements for the position

The letter should be written in English within 2 pages of A4 size paper.
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 **【15 July 2022】** (The Embassy will contact only shortlisted candidates by 22 July)