

# EMBASSY OF JAPAN

## Vacancy Announcement

The Embassy of Japan is recruiting qualified individual for the following position:  
Application closing date is 20 December 2023

### 1. Job description

- Administrative and secretarial support for the admin section officer.
- Communication with related organizations.
- Making documents about accounting.

### 2. Starting Date

February 2024(TBC)

### 3. Working Place

Embassy of Japan Administrative Section

No.100, Natmauk Road, Bahan Township, Yangon, Myanmar

### 4. Employment Type

Two- year fixed-term employment contract (Trial period: 3 months)

Contract may be renewed based on work attitude.

Full-time(08:30-17:15 from Monday to Friday)

### 5. Salary

Monthly payment

Salary is commensurate with experience.

### 6. Requirements

- Language
  - Burmese: Native level
  - Japanese: Professional (fluent oral communication, and competency in reading and typing basic Kanji. N2 level equivalent)
- Competency in using Microsoft Office applications and the Internet
- Interpersonal communication ability to work collaboratively with colleagues

## 7. How to apply

Please submit your application to [recruit@yn.mofa.go.jp](mailto:recruit@yn.mofa.go.jp) by email in Japanese with the below attachments (applications by other measures such as postal service will not be accepted.).

The email subject must be 「官房班現地職員への応募（ご自身の氏名）」

- (1) Detailed C V written in JAPANESE with your photo, describing your academic and professional background and your contact information.
- (2) Copy of your academic background certificate, result of language test.
- (3) Copy of your National Registration Card

## 8. Selection Process

Selection process consists of document screening and interview(s).

The Embassy will contact only shortlisted candidates by 15 January 2024.