

EMBASSY OF JAPAN

Vacancy Announcement

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

Application closing date is 14 June 2024

1 Job description

- Providing secretarial for Japanese nationals in Myanmar
- Administrative and secretarial support for diplomats

2 Starting Date

August 2024 (Exact date TBD)

3 Working Place

Embassy of Japan Consular 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

- Bachelor's degree
- Excellent proficiency in Japanese and English reading, writing and speaking
- High-level communicative skills in English
- Good ability of 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 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 「領事班現地職員への応募（ご自身の氏名）」

- (1) Detailed C V written in JAPANESE or English 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 17 June 2024.