



# 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: 1<sup>st</sup> April 2025 (TBC)
- ◆ Salary: Monthly payment (Amount TBC based on experience)

Position	CLERK at Administration Section
Main Tasks	<ul style="list-style-type: none"><li>● Administrative and secretarial support for the admin section officer.</li><li>● Communication with related organizations.</li><li>● Making documents about accounting.</li><li>● Knowledge of maintenance is good.</li></ul>
Language Requirements	<ul style="list-style-type: none"><li>● Burmese: Native level</li><li>● English: Fluent level</li><li>● Japanese: Professional (fluent oral communication, and competency in reading and typing basic Kanji. N2 level equivalent)</li></ul>

### Common Requirements

- ✓ 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](mailto: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 「官房班現地職員への応募（ご自身の名前）」

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

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

2. Detailed CV written in either **Japanese** or 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 **【10 February 2025】**  
(The Embassy will contact only shortlisted candidates by 28 February 2025)