

EMBASSY OF JAPAN

Vacancy Announcement

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

Application closing date is **31 March 2025**

1 Job description

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

2 Starting Date

May 2025 (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 month)

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 by **31 March 2025** 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) Cover letter outlining;

- 1) Reasons for applying
- 2) Motivation for the position
- 3) Your relevant work experiences
- 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 JAPANESE or English with your photo, describing your academic and professional background and your contact information.

(3) Copy of your academic background certificate, result of language test.

(4) 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 **4 April 2025**.