

EMABASSY OF JAPAN VACANCY ANNOUNCEMENT

POSITION: OFFICE CLERK (Consular Section)

OPENING DATE: 29 November 2016

CLOSING DATE: 9 December 2016

WORK HOURS: FULL-TIME

The Embassy of Japan is currently looking to recruit a highly motivated individual for **the position of clerk in the consular section.**

Basic Function of Position

- Administrative services for Japanese nationals in Myanmar
- Secretarial support to diplomats
- Contact and coordinate with Myanmar Government

Qualifications Required

- A bachelor degree
- Prior work experience using Japanese and English
- Fluent speaking/reading/writing Japanese and good working knowledge of English is required. The Japanese Language Proficiency Test Level 1 is strongly recommended.
- Must know how to use MS Office applications and internet for research purposes.
- Interpersonal communication skills

To Apply

Applications should be submitted at the Embassy Gatehouse or sent to G.P.O Box No.841, Embassy of Japan, 100, Natmauk Road, Bahan Township, Yangon, by December 9th,2016 (Attn: Consular Section), we also accept by email at ryoji@yn.mofa.go.jp

- A current resume or curriculum vitae (in Japanese and English. Please mention the structure of your family) with photo.
- Copy of National Registration Card.
- Any other documentation (e.g. Japanese Language Proficiency Test Certificate, awards, essays, etc) that addresses the qualification requirements of the position as listed above.

The deadline for submission of applications is December 9th, 2016