

Title: Job Vacancy

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

Position: CLERK (Information and Culture Section)

Employment Type: FULL-TIME (08:30~17:15)

Starting Date: Beginning of September 2020 (Exact date TBD)

Main Tasks

- Management of the Embassy's website and social media, including the news gathering activities
- Providing assistance for organizing cultural and educational events of the Embassy
- Acting as a liaison with Myanmar Government, private sectors, media and Japan-related organizations in relation to cultural and educational affairs

Requirements

- Bachelor's degree (at least)
- High motivation for engaging in the promotion of the relationship between Japan and Myanmar in the field of information, culture and education
- Work experience using English
- High-level communicative skills in English as well as Burmese
(Note: Japanese language proficiency is not prerequisite for the application but will be highly valued.)
- - Advanced knowledge of IT skills including using Microsoft Office applications and social media etc.
- Interpersonal communication ability to work in a team environmental also required.

How to Apply

- Applications must be submitted to recruit@yn.mofa.go.jp by email (applications by other measures such as mails will not be accepted)
- 1 CV in English or Japanese with a photo (please describe your academic and professional background, family and your contact information (cellphone number))
- 1 Copy of certificates that address the qualification requirements of the position (such as bachelor's degree)
- 1 Copy of your National Registration Card, Recent Medical Certificate, Recent Certificate of Criminal Record
- A cover letter (please mention concisely the reasons and motivation for applying, and how you are able to meet the requirements for the position)
- 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 **28 July 2020**

Only shortlisted candidates will be contacted by the Embassy