

Title: Job Vacancy

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

Position: CLERK (General Affairs Section)

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

Starting Date: Beginning of November 2019 (Exact date TBD)

Main Tasks

- Providing secretarial and administrative support
- Providing assistance for organizing events and functions of the Embassy
- Providing assistance for management of and coordination in the Embassy

Requirements

- Bachelor's degree
- Work experience using English.
- High-level communicative skills in English and Burmese
- Good ability of using Microsoft Office applications and the internet
- Interpersonal communication ability to work collaboratively with colleagues
- Japanese language proficiency would be an asset, but not prerequisite

How to Apply

- Applications must be submitted to com@yn.mofa.go.jp by email (applications by other measures such as mails will not be accepted)
- 1 CV in English with a photo (please describe your academic and professional background, family structure, and your contact information (cellphone number))
- 1 Copy of your bachelor's degree certificate
- 1 Copy of your National Registration Card
- 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 **22 October 2019**

Only shortlisted candidates will be contacted by the Embassy