

VACANCY

Diplomatic Mission

REQUIRES A

ECONOMIC COOPERATION ASSISTANT

The ideal candidate should possess the following qualities

- Bachelor's degree or above, preferably in the area of international cooperation, Economic or Social Development and possess relevant experience
- High level of proficiency in English, Japanese language proficiency desirable
- Able to function in a multicultural environment as a part of a team
- Excellent oral and written communication skills
- Superb time management, analytical and reporting skills, with the ability to prioritize and meet deadlines
- Able to build and maintain essential external relationships
- Highly computer literate (Microsoft Word, Excel, Outlook etc.)
- Proficient in conducting research utilizing primary and secondary resources

Interested applicants should submit a cover letter and resume

NO LATER THAN June 16, 2019

to

embassyofjapan@po.mofa.go.jp

Attn: Shinichiro KOBAYASHI (Mr.)

SHORT LISTED APPLICANTS WILL BE INVITED FOR INTERVIEW.

TELEPHONE INQUIRES WILL NOT BE ACCEPTED.