

## **VACANCY ANNOUNCEMENT at the Embassy of Japan**

The Embassy of Japan is seeking qualified candidate for the position of consular staff for immediate appointment.

### **REQUIRED QUALIFICATIONS:**

1. **EDUCATION:** Minimum a Bachelor's degree in any discipline from a recognized university.
2. **AGE:** from 25 to 35 years old.
3. **OTHER QUALIFICATION:** Fluent Speaking/Reading/writing English and Bangla required. Understanding of Japanese language will be an asset. Applicant is frequently required to serve as Bangla interpreter for English speaking colleagues.

Applicant must have ability to work in groups. Strong oral and writing skills are necessary as well as the ability to speak persuasively. Must display unquestioned integrity in all aspects of official duties.

Applicant must be able to perform duties effectively and tactfully in a high pressure workplace, demonstrated well developed team skills and contribute to a collegial work environment.

### **HOW TO APPLY**

All applicants are required to submit: (1) Curriculum Vitae, (2) A passport size photograph with the name of the applicant written on the back of the photo (taken within six months), (3) Copies of all relevant academic records and certificates, (4) Photocopy of National ID card.

Please indicate the post applied for on the front side of the envelope. The deadline for the application is July 01, 2014. Only short-listed candidates who pass the first screening will be notified of the date for the interview. **Submitted documents will not be returned.**

Embassy of Japan  
Plot No# 5 & 7, Dutabash road, Baridhara, Dhaka-1212.