

Temporary Job Vacancy (administrative staff) at the Embassy of Japan

The Embassy of Japan in Dhaka is seeking qualified Japanese/Bangladeshi candidates to join the Embassy as its temporary administrative staff in the Administrative section.

1 REQUIRED QUALIFICATIONS

(1) Education: University Bachelor's degree or higher

(2) Language requirements:

- Effective oral and written communication in English
- (Japanese applicants) Bengali language skill is preferable
- (Bangladeshi applicants) Japanese language skill is preferable

(3) Computer Skill:

Proficiency in the use of Microsoft Word and Excel is preferable.

2 JOB DESCRIPTION

(1) Administrative work especially related to building and property management

Ex) communication with contractors, payment procedure, document control etc.

(2) Translation between English and Japanese/Bengali

(3) Duration:

- Until 31 March 2022 (end of Japanese financial year)
- Sunday to Thursday, 09:00am to 05:00pm (including 1 hour lunch time)

3 HOW TO APPLY

All applicants are required to submit;

- (1) Curriculum Vitae including all contact information (phone number, both permanent and current address and e-mail address)
- (2) One recent passport sized colour photograph with the name of the applicant written on the back
- (3) Copies of all relevant academic records and certificates
- (4) Photocopy of National ID Card or Passport
- (5) (Bangladeshi applicants) Nationality Certificate (Local Chairman / Commissioner)
- (6) (Japanese applicants) Valid work permit is mandatory

All documents should be sent in A4 size paper to the Administrative Section, Embassy of Japan, Plot No.5 & 7, Dutabash Road, Baridhara, Dhaka by 31 November, 2021. Please indicate "Job Application" on the front side of the envelope.

※Only short-listed candidates who pass the first screening will be notified of the date for the interview.