

Vacancy at the Embassy of Japan, Dhaka

The Embassy of Japan in Dhaka is seeking a qualified candidate to work in its Economic Affairs and Development Cooperation Section.

A) Vacancy Information

1. Job title: Economic Specialist
2. Working hours: 9:00-17:00 including lunchtime
3. Key roles and responsibilities
 - (1) Monitoring and analyzing economic trends in Bangladesh and any relevant countries.
 - (2) Monthly and Quarterly economic report
 - (3) Budget analysis
 - (4) Coordination and facilitation skills with the government and various organizations.

B) Required Qualifications

1. Education: University Master of Economics or equivalent
2. Other skills:
 - (1) Applicants should have excellent proficiency in Bengali, English, and Japanese.
 - (2) Ideally, applicants should have a working experience as an economic analyst/researcher/advisor.
3. Computer Skill: Applicant should be proficient in using Microsoft Word and Excel.

C) How to Apply

All applicants are required to submit:

1. Cover letter and Curriculum Vitae including all contact information (phone number, both permanent and current address and e-mail address)
2. Copies of all relevant academic records and certificates
3. Photocopy of National ID Card or Passport

Please send all documents by e-mail to: eojobd@dc.mofa.go.jp and indicate “Job Application” in the title of the e-mail. Closing date for application: May 18

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