

VACANCY ANNOUNCEMENT

Embassy of Japan in Dhaka announces a vacancy for the following:

1. Medical Assistant (Nurse) (1 position)

Education: B.Sc. or Diploma in Nursing degree or equivalent from a reputed university.

Experience: Minimum 5 (Five) years of professional experience in medical field, preferably in working experience at well-known Hospital.

Language requirements: Proficiency in Japanese (speaking, reading and writing) required, ability to communicate in Bengali and English is required.

AGE: from 25 to 45 years old

Job Description :

Under the direction of the Medical Attaché, the assistant will assist with the following responsibilities:

- Assisting with medical consultations (preparation and clean-up of medical tools, supporting during examinations)
- Managing inventories of pharmaceuticals and medical supplies, and assisting with procurement
- Supporting the preparation and organization of medical documents (consultation records, vaccination logs, medical certificates, etc.)
- Communicating and coordinating with local medical institutions and Government agencies, and supporting interpretation/translation tasks
- Assisting in research on local healthcare information (e.g., infectious disease trends, local medical infrastructure)
- Other duties as deemed necessary by the Medical Attaché

HOW TO APPLY

All applicants are required to submit: (1) Curriculum Vitae including all contact information including all relevant phone numbers, both permanent and current address and e-mail addresses (2) one recent passport sized coloured photograph with the name of the applicant written on the back of the photo, (3) copies of all relevant academic records and certificates, (4) Photocopy of National ID Card. (5) Nationality Certificate (Local Chairman / Commissioner). **Please indicate the post applied for on the front side of the envelope. The deadline for the application is June 20, 2025.** Only short-listed candidates who pass the first screening will be notified of the date for the interview. **Application can be send by courier / by hand to the following address**

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