

# **VACANCY ANNOUNCEMENT**

**Embassy of Japan in Dhaka announces vacancies for the following:**

## **P. S to Ambassador (Protocol Section) (1 position)**

Education: University bachelor's degree or equivalent from a reputed university.

**Experience:** Ideally, applicant should have relevant experience, preferably in Embassies, government agencies, research institutions or international organizations for at least 5 (Five) years.

## **Language Requirements:**

- a) Native Japanese speakers or Japanese Proficiency Test N2 or higher.
- b) Applicants should have business level English proficiency.

**Computer Skill:** Applicant should have proficiency in the use of Microsoft Word, Excel and PowerPoint.

## **Job Description:**

- Scheduling for the Ambassador and Minister.
- Preparation and support for meetings and events.
- Respond to incoming phone queries and emails professionally and efficiently.
- Documents creation and management, Preparation for official dinners at the Ambassador Residence.
- Other general secretarial duties.

## **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, (3) copies of all relevant academic records and certificates, (4) photocopy of National ID Card, (5) Certificate of Japanese proficiency. **Application can be send by e-mail at [cojbd@dc.mofa.go.jp](mailto:cojbd@dc.mofa.go.jp). The subject of the e-mail should be "Job Application (Name)". The deadline for the application is**

**August 31, 2025.** Only short-listed candidates who pass the first screening will be notified of the date for the interview.

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