



# Embassy of Japan in South Sudan

## EMPLOYMENT OPPORTUNITY

The Embassy of Japan in South Sudan would like to take this opportunity to announce job vacancy at the security and consular section. The Embassy welcomes and encourages applications from South Sudanese candidates who are interested in Japan and wish to work with our Japanese colleagues and local staff.

**Job Position:** Receptionist and Clerk who work at the Security and Consular Section

**Job Description:**

- The successful candidate will be responsible for reception work
- Other work related to security and consular section

**Essential Conditions, Qualifications and Experience:**

- South Sudanese national
- University Degree (Minimum of Bachelor Degree)
- Fluent in English Language
- Ability to use MS Word and Excel
- Good communication skill
- Interests in Japan

**Office Working Hours:**

Every Monday to Thursday, 8:00-12:00/ 13:00-17:45

Every Friday, 8:15-12:00

The Embassy of Japan in South Sudan, No. Plot 514, 3-K, Tongping, Juba

**Term:** 2 years contract with probation period

**Wage:** Wage will be determined according to the scheme of our Embassy.

**Application:**

Interested South Sudanese candidates who meet the qualification and experience requirements for the above mentioned positions are advised to send (1) one copy of your resume with a recent photo, (2) one photocopy of certificate of University degree from the last school of attendance and (3) one reference letter preferably from your former employer or someone who can assure your personality and work attitude.

**Deadline for Submission is 07 May 2018.**

\*Only shortlisted candidates will be contacted for an interview and we will not receive any inquiries about application process.

\*The Embassy of Japan will not take any fees throughout the job application process.