

VACANCY

Clerk

EMBASSY OF JAPAN IN SEYCHELLES

1. Job Overview

- Assist diplomats with political & economic duties
- Liaise with external parties
- Perform all other related tasks instructed by diplomats

2. Working Hours

- Monday to Friday (excluding Embassy Holidays such as Public Holidays)
- 8:00 a.m. to 4:45 p.m. (excluding a lunch break from 12:00 noon to 1:00 p.m.)

3. Salary & Benefits

- Salary shall be decided based on educational backgrounds, job experience and other conditions in accordance with the Embassy's rules and paid on a monthly basis
- Seychelles Social Security shall be fully applied
- Bonus, paid leave and overtime allowance shall be given

4. Requirements

- Permanent residence in Seychelles
- Bachelor's degree or above
- Ability to work as a team in a multicultural environment, develop and maintain essential external relationships
- Excellent skills for verbal and written communication, using computer (Microsoft Word, Excel, Outlook etc.), time management to prioritize and meet deadlines, and analytical reporting
- Proficient at conducting research with primary and secondary resources
- Previous experience in a similar position preferred
- Japanese literacy an advantage
- Good physical and mental condition
- Have never violated any penal code of Japan, Seychelles, and other foreign countries

5. Planned Start Date for Working

- November 2024

**Interested applicants should submit a cover letter and CV by July 26, 2024
to**

nao.kaneko@mofa.go.jp or EMBASSY OF JAPAN

Maison Esplanade 5th Floor, Rue de la Possession, Victoria, Mahe, Seychelles

SHORT LISTED APPLICANTS WILL BE INVITED FOR INTERVIEW.

TELEPHONE INQUIRES WILL NOT BE ACCEPTED.