

Job Position in Embassy of Japan in India

The Embassy of Japan, New Delhi, is seeking applications for the temporary post of “Assistant” in Economic Section. The job description for the position as follows:

1. **Job Title:** Assistant in Economic Section

2. **Job Description:** Responsibilities will include general administrative duties, secretarial work, daily newspaper monitoring on economic affairs, research work, assistance to Embassy functions.

3. **Working Timing:** 09:00 am to 5:30 pm (Lunch Time: 1:00 pm to 2:00 pm) (Monday to Friday)

4. **Job Period:** From October 1, 2018 to March 29, 2019. (Subject to minor changes.)

5. **Location:** Embassy of Japan, 50-G, Shanti path, Chanakyapuri, New Delhi-110 021.

6. **Qualifications & Experience Required:**

Education: Minimum college graduation

Work Experience: Working experience with Diplomatic Missions or Japanese companies is preferable.

Computer Skill: MS-Word, Excel and Power Point.

Language: Excellent speaking and writing skills in English and Hindi.

7. **Age:** Not more than 40 years

8. **Salary:** The salary will be decided on the basis of qualifications & experience.

9. **Closing date for application:** Midnight of August 19, 2018.

10. **How to Apply:** Interested candidates may apply for this post with detailed Curriculum Vitae, reference letter, latest passport size photo and copies of all certificates addressed to **Economic Section, Embassy of Japan, 50-G, Shanti path, Chanakyapuri, New Delhi-110 021** by **August 19, 2018**, with specifying “Job Application“ on the envelop.

Note:

a) Only the short listed candidates will be contacted by the Embassy for interview.

b) No telephonic enquiries will be entertained.