Job Position in Embassy of Japan in India

The Embassy of Japan, New Delhi, is seeking applications for the post of “Assistant” in the Economic Section. The job description for the position is 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, and assistance to Embassy functions.

3. **Working Timing**: 9:00 am to 5:30 pm (Lunch time: 1:00 pm to 2:00 pm) (Monday to Friday)

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

5. **Qualifications & Experience Required**:
   - **Education**: Degree level (have a solid grasp of domestic politics, current affairs and other related fields)
   - **Work Experience**: Working experience with Diplomatic Missions, Japanese companies is preferable.
   - **Computer Skill**: MS-Word, Excel and Power Point.
   - **Language**: Excellent speaking and writing skills in English and Hindi. (A candidate who has a good command of Japanese language will be given preference.)

6. **Age**: Not more than 35 years

7. **Salary**: The salary will be decided on the basis of qualifications and experience.

8. **Closing date for application**: Noon of March 29, 2019.

9. **Starting date**: April 22, 2019.

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, Chanakyapuri, New Delhi-110 021**.
New Delhi-110 021 by March 29, 2019. with specifying “Job Application” on the envelope.

Note:

a) Only the shortlisted candidates will be contacted by the Embassy for interview.
b) No telephonic enquiries will be entertained.