

## **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 by March 29, 2019**, with specifying “Job Application” on the envelope.

Note:

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