

JOB VACANCY AT EMBASSY OF JAPAN, NEW DELHI

The Embassy of Japan invites applications from aspiring candidates for the position of an **Assistant for Accounts Section**.

Job details are as follows:

1. JOB TITLE: Assistant

2. JOB DESCRIPTION: Duties and responsibilities of the Accounts Assistant include the following:

- (1) The person should have willingness to do accounting and its related job.
- (2) To handle daily finance operation activities.
- (3) To keep and maintain records of billing and payments.
- (4) To perform any other related duties as assigned by office.

3. QUALIFICATIONS & EXPERIENCE REQUIRED:

- (1) Indian National or Non-Indian National with OCI
- (2) Education: Bachelor's degree or higher.
- (3) Work Experience: Previous work experience in similar field is desirable.
- (4) Age: Preferably under 40 years old
- (5) Language: Good command of oral and read/write English, Japanese and Hindi.
(For Indian nationals, JLPT level N3 and above is preferable.)
- (6) Good command of computer skills (Microsoft Word, Excel, Power Point etc.)
- (7) Physically (no chronic illness) and mentally healthy person.

4. WORK TIMING: 09:00 to 17:30 (Lunch time: 13:00 to 14:00) Monday to Friday.

5. SALARY: The starting salary will be determined based on the Embassy rules and regulations. (Detail will be explained at the interview)

6. CLOSING DATE: 20th of May 2025

7. EMPLOYMENT PERIOD: 3 years (Renewable)

8. COMMENCEMENT OF THE JOB: 1 July 2025 (Subject to change)

9. WORK LOCATION: Embassy of Japan, 50-G, Shantipath, Chanakyapuri,
New Delhi-110021

10. HOW TO APPLY: Those who wish to apply for this position may submit his/her C.V./Resume with a copy of valid identification card, passport size photo and copies of academic and employment certificates & work experience records to **Administration Section, Embassy of Japan, 50-G, Shantipath, Chanakyapuri, New Delhi-110021 by post**, clearly marked on the envelope "Application for the post of "Assistant for Accounts Section".

Note: Only the short listed candidates will be contacted for interview.

No telephonic enquiries will be entertained.