

Job Vacancy at the Embassy of Japan in Uganda

The Embassy of Japan in Uganda is looking for talented applicants interested in the position of Receptionist (Clerk)

Position : Receptionist (Clerk)

Type : Temporary Employee

Period : 1st November, 2017 ~ 31st January, 2018

Hours : 8:30 ~ 17:15 (lunch break: 12:30 ~ 13:30)

Qualifications and Requirements :

- ✓ Bachelor Degree or above
- ✓ Basic computer skills (Microsoft Word and Excel)
- ✓ Working experience at office
- ✓ Those applicants whose nationality is not Ugandan are required to have a valid work permit

Language Requirements : English (Japanese preferable)

Selection Procedures :

1. Send your complete resume/C.V. to administration@kp.mofa.go.jp.
Note: Please indicate on your resume the salary of your current job (or former job) and phone number(s) that we can use to contact you in the daytime.
2. Only short listed applicants will be contacted for interview.

Application Deadline : 15th September, 2017