

Job Vacancy at the Embassy of Japan in Uganda

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

Position: Secretary (Clerk)

Type: Temporary Employee

Period: 23rd April, 2018 ~ 16th July 2018 (Subject to change)

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

Qualifications and Requirements:

- ✓ Bachelor's Degree or above
- ✓ Excellent computer skills (Microsoft Office)
- ✓ Working Experience at office
- ✓ Applicants whose nationality is not Ugandan are required to have a valid work permit

Language Requirements: English (Japanese Preferable)

Selection Procedures:

1. Send your 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 numbers we can use to contact you in the daytime.

2. Only short listed applicants will be contacted for interview

Application Deadline: 19th February 2018