

## Vacancy for Economic Officer

### Embassy of Japan in Ethiopia

This position is to assist the members in the Economic Division of the Embassy of Japan. For those who are interested in and fulfil the criteria described below, please submit your Curriculum Vitae with a recent photo before 22 February 2019 to:

The Economic Division, the Embassy of Japan  
P.O. Box 5650 Addis Ababa

Application documents will not be returned.

Application document should be filled out by typing. (Handwriting is not accepted)

Interviews and written exam will compose a part of the selection procedure.

#### 1. Job Description

Attend meetings organized by the Ethiopian Government or the diplomatic corps or International Organizations, and produce minutes.

Produce letters, Note Verbales and briefing notes.

Produce reports on economic issues by collecting data and information on economic and development issues.

Assist coordination between the Embassy and other stakeholders.

Conduct translation work (English – Amharic)

#### 2. Requirements

Ability to speak/write in English fluently

Experience with and ability to use computer applications such as Microsoft Word, Excel, Power Point.

Keen interests and enough knowledges of Economic issues.

Able to work and cooperate in a multi-cultural environment.

Flexible and serious working attitude for all kinds of duties.

Able to work on own initiative, under supervision and in a team, as required.

Good analytic and communication skills

#### 3. Qualification

Completion of a Bachelor' s degree from a recognized university in a field of economics, development studies or other related fields of study.

#### 4. Working Office

At the Embassy of Japan in Ethiopia

#### 5. Working Days/Hours

Every Monday to Friday, 8:30-12:30, 13:30-17:15

#### 6. Social Security

Private company health insurance to be covered by the Embassy