

**Vacancy for Economic Officer  
Embassy of Japan  
(Economic Division)**

This position is to assist the Economic Division of the Embassy. For those who are interested and fulfill the below criteria, please submit your Curriculum Vitae with a recent photo before 17 June, 2022 to:

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

Application documents will not be returned.

Interviews and examination will form part of the selection procedure.

**1. Job Description:**

- Attend meetings organized by Ethiopian Government or the diplomatic corps, 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 and Amharic fluently.
- Experience with and ability to use computer applications such as Microsoft Word, Excel, Power Point, etc
- Keen interests in 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 or other related field 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

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