

Vacancy for Clerk (political affairs)

The Embassy of Japan in Ethiopia is inviting applications for a position of clerk at the Political Division at the Embassy.

Position Title: Clerk for political affairs (1 position available)

Location: The Embassy of Japan in Ethiopia

Key Responsibilities:

Under the supervision of Japanese officers in the Political Division, the clerk will monitor and analyze Ethiopia's domestic and foreign policies while also ensuring the linguistic accuracy and natural flow of official speeches and documents.

Working Hours, Holidays, Leaves, and Benefits

-Working Hours: Monday to Friday, 8:30 AM to 12:30 PM and 1:30 PM to 5:15 PM.

-Holidays: Observance of selected Ethiopian and Japanese holidays.

-Leaves: 20 days of paid annual leave per year.

-Health Insurance: Coverage provided by the Embassy of Japan in Ethiopia.

Qualifications and Experience:

-A minimum of five years of relevant work experience in related fields and organizations.

Submission of copy of certificates verifying this experience is recommended.

-Strong knowledge of political science, particularly that of Ethiopia and the Horn of Africa Region

-Native level proficiency in both English and Amharic.

-Experience in using Microsoft Office applications including Word, Excel, and PowerPoint.

-Flexible, serious work attitude suitable for a variety of tasks.

-Ability to work independently, while being responsive to supervision, and as part of a team.

-Excellent analytical and communication skills

-Must be in good health.

-Bachelor's degree or equivalent certificate from a recognized university in the fields related to the vacancy post, preferably in political science and international relations. Submission of copy of official degree certificates is required as proof of graduation

Application Process:

If you meet the qualifications described, please submit the following documents to the specified email address: recruitment.ethiopia.jp-emb@ad.mofa.go.jp

- Curriculum Vitae in English (note: handwritten CVs will not be accepted)
- A recent photograph (taken within the last 6 months)
- Proof of educational background (copy of diploma, graduation certificate, etc)
- Proof of native-level English proficiency (e.g. degree from an English-medium institution, language test score, or documentation of living experience in an English-speaking country).
- A Statement of Purpose, not exceeding 500 words, which details your professional motivations, career goals, and their alignment with the position.
- Proof of work experience (if applicable)

All applications must be received no later than the close of business on February 21, 2025. 2024. Only selected applicants will be notified and invited for interviews/tests as part of the selection process by February 28, 2025.