

Vacancy

Date: June 18, 2010

The Embassy of the Federal Democratic Republic of Ethiopia invites interested qualified applicants for the following position.

Job Title : **Translator/Interpreter**

Educational Qualification : College Diploma.

Other Skills : Fluent in both spoken and written Japanese and English
additional international language is plus.

: Strong customer Service Skills.

: Proficient in Microsoft office, word, Excel, Power point.

Experience : 4 years & above of experience in customer service.

Main Duties : Translating and typing documents that require translation.

: Indulging in interpreting activities when deemed necessary.

: Fixing appointments and organizing business schedule of the Embassy.

: Assist in public relations and other promotional activities.

: Partaking in secretarial activities, as deemed necessary.

: Assisting in web-site (Homepage) designing, updating and proofing relevant information.

: Documenting and filing materials related to translation in both English and Japanese version

: Other related activities.

Term of Employment : contract for three year with possibility of extension (Three months trail period)

Salary : Negotiable

Note: Interested applicants should submit their CV in English with copy of the original educational documents and supporting documents with in 10 working days from the date

of this announcement. For further information please contact the Embassy through the following address.

Embassy of the Federal Democratic Republic of Ethiopia

3-4-1- Takanawa, Minato-Ku, Takanawa Kaisei Bldg. 2F

Tokyo 108-0074

Tel. 03-5420-6860

Fax. 03-5420-6866

Attention: Administration Section