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*Embassy of the Federal Democratic Republic of
Ethiopia Tokyo*
駐日エチオピア連邦民主共和国大使館

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Date 24/05/2018

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Ref.No. 401/14.6/18

The Embassy of the Federal Democratic Republic of Ethiopia presents its complements to the Japan Times and has the honor to request the latter to publish a vacancy announcement made by the Embassy for the post of a Translator/Interpreter in its next earliest Publication.

The Embassy of the Federal Democratic Republic of Ethiopia avails itself of this opportunity to renew to Japan Times the assurances of its highest consideration.



The Japan times

Tokyo, Japan

Date May, 24 2018

Vacancy

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

Job Title:	<ul style="list-style-type: none">➤ Translator/Interpreter.➤ College Diploma.➤ Fluent in both spoken and written Japanese and English.➤ Additional International language is plus, Strong customer service Skills.
Education Qualification:	
Other Skills:	
	<ul style="list-style-type: none">➤ Professional in Microsoft office, word, Excel, Power point
Experience:	<ul style="list-style-type: none">➤ 4 Years and above of experience in translating and interpreting
Main Duties:	<ul style="list-style-type: none">➤ Translating and interpreting➤ Fixing appointments and organizing business schedules 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 performing relevant information.➤ Documenting and filing material related to translation in both English and Japanese versions.➤ Other related activities
Term of Employment:	<ul style="list-style-type: none">➤ Contract for three year with possibility of extension➤ Three months trial period
Salary:	<ul style="list-style-type: none">➤ Negotiable

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Attention: Administration Section