

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

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**Attention: Administration Section**