

## **Vacancy Announcement**

The Embassy of The Federal Democratic Republic of Ethiopia in Tokyo is seeking applications for the following vacancy.

**Position:** Translator/Receptionist

**Required Candidate:** one

**Gender:** Female

**Opening date of application:** January 9, 2024

**Closing date of application:** January 19, 2024

### **Duties and Responsibilities**

- Receives visitors and deals with inquiries on the Email, phone and face-to-face
- Maintains an overall good flow of information in the Embassy
- translation, interpretation, and Bank Issues
- Additional duties will be issued by the Embassy as conditions demand for

### **Required qualifications, experience, and skills**

- Bachelor's Degree and above in communication and office management or any related fields
- Minimum two years of work experience as a translator, receptionist, or related positions.
- Proficiency in English and Japanese languages
- Work experience in Embassies or International organizations is an advantage
- Legal working permit or permanent resident ID Card in Japan
- Good organizational, communication, teamwork, and computer skills

**Salary:** Negotiable

**Note:** Interested applicants should submit their Application Letter and CV prepared in English along with a copy of their original educational documents by January 19, 2024, the end of this vacancy announcement.

**How to Apply:** Interested applicants can submit their application to the Embassy via the Embassy's email address [tokyo.embassy@mfa.gov.et](mailto:tokyo.embassy@mfa.gov.et)

