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EMBASSY OF THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
TOKYO, JAPAN
駐日エチオピア連邦民主共和国大使館

21 November 2025

Date

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4/4.2/005/18

Ref. No

Re-issued Job 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: November 21, 2025

Closing date of application: November 26, 2025

Duties and Responsibilities

- Receive visitors and deal with inquiries via email, phone, and face-to-face
- Maintains an overall good flow of information in the Embassy
- Translation, interpretation
- 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 position.
- 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: as per the Embassy scale.

Note: Interested applicants should submit their Application Letter and CV prepared in English along with a copy of their original educational documents by November 26, 2025, 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

