

The Embassy of Japan in Zambia
Economic Cooperation Assistant

Overall Purpose

The successful candidate will support the Economic Cooperation Department and the Economic Affairs Department of the Embassy.

Main Functions and Duties

- Assist in the identification, formulation, implementation, evaluation and audit of cooperation projects and programmes in Zambia
- Draft letters, speeches, notes verbales and official correspondence
- Conduct research on various issues and write reports
- Maintain an up-to-date database of macroeconomic statistics pertaining to Zambia and periodically analyze the data for internal use
- Accompany embassy officials on field visits to project sites
- Keep accurate records of meetings, seminars, conferences and field trips attended
- Maintain an organized electronic and physical filing system for correspondence

Job Requirements

Formal Education

- Minimum of University Degree in Economics, Development Studies, Political Science, Business Administration, Public Administration or other related fields

Experience

- 2 years experience in similar field is welcome
- Experience / strong interest in infrastructure sector preferable

Knowledge and Professional Skills

- Excellent understanding of economic cooperation and aid coordination
- Knowledge of Japan's economic cooperation activities in Zambia will be an added advantage
- Demonstrated knowledge of development cooperation issues in other developing countries would also be a plus
- Ability to effectively and efficiently complete assignments to strict deadlines.
- Pleasant and mature personality to work under a multicultural setting and to adapt to duties with minimum supervision

Communication and IT Skills

- Professional computer skills
- Excellent English writing, speaking and comprehension skills are cardinal. Ability to speak Japanese is desirable but **not** required

Candidates meeting the above qualifications should send their applications with typed CV, copies of certificates and NRC to the **Administration Department, Embassy of Japan, P.O. Box 34190, Lusaka.**

Deadline for submission of applications is **28th September 2012 at 17 hours.**

Only short listed candidates will be contacted.