

## Embassy of Japan

### Employment Opportunities

The Embassy of Japan in Zambia invites applications from qualified and experienced individuals to fill the position of Culture and Public Relations Assistant. The successful candidate is expected to start working in May 2022. The required qualifications are as follows:

1. Minimum of Bachelor's Degree in any suitable field relevant to the job.
2. Excellent professional and linguistic skills for making summarized reports on meetings/conferences, drafting official letters and speeches, and making substantial and logistical planning of events, as well as adequate computer skills, including Word, Excel and PowerPoint.
3. Pleasant and mature personality, ability to work in multi-cultural setting, and to adapt to duties with minimum supervision.
4. Experience in study or work in Japan and/or communication skills in Japanese are preferred.

Candidates meeting the above qualifications are requested to send their applications with typed Curriculum Vitae, copies of certificates and NRC to the PR and Cultural Affairs Section, Embassy of Japan, P.O.Box 34190 Lusaka, e-mail address: [xavier.manchishi@lu.mofa.go.jp](mailto:xavier.manchishi@lu.mofa.go.jp) by 12:00hrs 18 March, 2022. When applying by e-mail, please specify [JOB] in the subject line. Only short-listed candidates will be contacted.