

## **The Embassy of Japan seeks an Advisor and a Secretary**

### **1. Qualifications**

(1) Advisor for Political and Economic Affairs

- a. Age: 25-40
- b. Education: Master or Ph.D. in Politics, Economics or other related field
- c. Required Skills
  - Language: English and Arabic
  - Computer: Word, Excel and Power Point
  - Analysis: Political and Economic issues

(2) Secretary to the Management

- a. Age: 25-40
- b. Education: University graduates or above
- c. Experience: Having worked as secretary for more than 3 years
- d. Residence: Having lived in the U.A.E. for more than 3 years
- e. Required Skills
  - Language: English and Arabic
  - Computer: Word, Excel and Power Point
  - Business writing

### **2. Application**

Please submit the following documents in English to the Embassy by email or post, indicating the position you apply for.

(1) CV with a recent photo

(2)(For non-native speakers) English proficiency certificate such as IELTS or TOEFL

Embassy of Japan in the U.A.E.  
P.O.Box 2430, Abu Dhabi  
recruit@ab.mofa.go.jp

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