

## Job Opportunity

### A Clerk of the Information and Cultural Center, the Embassy of Japan

The Embassy of Japan in Iran invites highly-motivated applicants for a clerk's position of the Information and Cultural Center (hereinafter called "the Center"), an affiliate of the Embassy.

Applicants are requested to submit 1) concise CV (Curriculum Vitae) in English (with the use of "Word", including their phone number / e-mail address), 2) a recent photo, 3) photocopy of any documents which proves their Iranian Citizenship, 4) a certificate or score which shows their English ability, to the Center, not later than May 9, 2015.

Applicants would not be screened unless all of above-mentioned documents are submitted.

After screening, qualified applicants would be called for an interview. The interview is tentatively scheduled on a day in the week starting on May 17 at the Embassy. Submitted documents would not be return to them in any case.

1. Working hours

- 8:30-17:00, Sunday-Thursday (except the days the Embassy designates)
- Possible over-time work, whenever the head of the Center, or the deputy would feel it necessary

2. Required Qualification

- Citizenship: Iranian
- Age: Approximately 25-40 years old
- Languages: Farsi and full command of English
- Skill: Word, Excel, PowerPoint, Access
- Affection toward cultural affairs, Japanese culture and bilateral cultural exchange in particular

3. Benefits: Social Security Provided

4. Mailing address

Embassy of Japan in Iran (The Japan Information and Cultural Center) Corner of the 5th Street,  
Bucharest (Shaheed Ahmad Qasir) Avenue, Tehran P.O.Box 11365-814