

**Job Opportunity**  
**Clerk in the Economic Cooperation Section**

The Embassy of Japan in Iran intends to employ a local staff with the following specifications:

1. Job contents

- (1) Assisting the economic cooperation activities in Iran and joint projects with various international organizations
- (2) Secretarial tasks

2. The number to be recruited

One person (Clerk)

3. The date of the beginning of the job

From 2 June 2019

4. Working hours

From 8:30 to 17:00 from Sunday to Thursday

5. Salary

Determined in accordance with academic backgrounds, experiences, etc.

6. Qualifications

- (1) Iranian citizen with university degree or over
- (2) Excellent command of English (at native speaker level) and Farsi language, making conversation, drawing up official document, etc.
- (3) Good command of computer, Microsoft Office including Word and Excel
- (4) Age between 23 and 40, healthy both in mind and body
- (5) Loyal to jobs assigned, highly adaptable to the workplace and having flexible personality
- (6) It is desirable to have an international perspective based on experiences such as working for international organizations or having long-term overseas study

7. Required documents for the application

- (1) CV in English (with a recent passport-sized photo and contact number)
- (2) Photocopy of diploma and over
- (3) Photocopy of any documents to prove Iranian citizenship
- (4) Photocopy of any documents to prove excellent command of English
- (5) Essay about incentive of the application in English (maximum in 1 page)

Qualified candidates are requested to send or bring the above required documents to the following address, not later than 11 April 2019. Please write “Recruitment Application” on the envelope.

Embassy of Japan in Iran

Attn: Mr. Konno and Mr. Iseki, Economic Cooperation Section

No. 162, Moghadas Ardebili Street, Tehran

Postal Code: 19856 - 93653

Only the qualified applicants will be invited by 21 April, for interview and writing test around the end of April. The received documents will not be returned. In case of any questions, please contact Mr. Konno or Mr. Iseki, Economic Cooperation Section of the Embassy.