

(URGENT)

A Vacancy for Executive Secretary to the Ambassador

Mission of Japan to the African Union

This position is to assist the Japanese Ambassador to the African Union and other members of the Mission of Japan to the African Union in the premises of the Embassy of Japan in Ethiopia. For those who are interested in and fulfill the criteria described below, please submit your Curriculum Vitae with the copies of university degree to the email address with a recent (within 6 months) photo before 31 March 2023.

Email address: [japan-au.mission@ua.mofa.go.jp](mailto:japan-au.mission@ua.mofa.go.jp)

Interviews will compose a part of the selection procedure.

1. Job Description

1) Assist the Ambassador of Japan to the African Union and the Deputy Chief of Mission (in absence of the Ambassador) as his Executive Secretary including the following tasks;

- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments
- Prepare and disseminate correspondence, memos and forms upon Ambassador's request
- File and update contact information of the counterparts of the Ambassador
- Engage with protocol affairs including lunch/dinner arrangement at the Ambassador's residence and restaurants

2) Engage with administrative and logistics duties in collaboration with another Mission officers and other national staff, including the following tasks;

- Engage with coordinating duties and arrange appointments and meeting between/among the Mission and stakeholders such as Embassy of Japan, AU/AUC secretariat, other diplomatic corps, international organizations, media, civil society, or Ethiopian government authorities.
- Produce administrative documents including letters and Note Verbales.

2. Requirements

- Ability to speak/write in English and Amharic fluently, preferably in French
- Experience with and ability to use computer applications such as Microsoft Word, Excel, Power Point etc.
- Keen interest and enough knowledge in diplomacy including the African Union.
- Able to work and cooperate in a multi-cultural environment.
- Flexible and serious working attitude for all kinds of duties.

- Able to work on own initiative, under supervision and in a team, as required.
- Good analytic and communication skills.
- Stay in touch by telephone and/or email at any time while being outside the office.
- Good health condition.

3. Qualification

- At least 5 years of working experience as secretary to the executives in the multilateral companies and/or Embassies.
- Completion of a Bachelor's degree or equivalent certificate from a recognized university in a field of politics, international relations, business administration or other related field of study.

4. Working Office

At the Mission of Japan to the African Union

(in the same premises as the Embassy of Japan in Ethiopia)

5. Working Days/Hours

Every Monday to Friday, 8:30-12:30, 13:30-17:15