

Vacancy for Administrative Staff

The Mission of Japan to the African Union is looking for a competent candidate who could fill the vacancy at the Administration Section on a temporary basis (Approx. 4 months starting from mid-May) to assist the members of the Mission.

For those who are interested and fulfil the criteria described below, please submit your Curriculum Vitae (English, typed. Handwritten CV's will not be accepted) with a recent photo (within 6 months) before close of business on 30 April 2024 to the Mission of Japan to the African Union.

1. Job Description

All the services necessary for the administration of the office, such as management of accounts, maintenance of the building, management of office materials, management of security personal at the Ambassador's residence. It is necessary to often go to the Ambassador's residence to oversee renovations and repairs, etc.

2. Requirements

- Ability to speak/write in English and Amharic fluently.
- Experience with and ability to use computer applications such as Microsoft Word, Excel, Power Point, etc.
- Flexible and serious working attitude for all kinds of duties.
- Able to work on own initiative, under supervision and in a team.
- Good analytical and communication skills.
- Good health condition.

3. Qualifications

Completion of university

4. Working Office

Mission of Japan to the African Union (Located in the same place as the Embassy of Japan in Ethiopia)

5. Working Days/Hours

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

6. Social Security

Private company health insurance

Apply via Email address: Japan-au.misison@ua.mofa.go.jp

Deadline for 30 April 2024.

Note:

- Application documents will not be returned.
- Interviews will compose a part of the selection process. Applicants shortlisted for interviews will be notified by 3 May.