

Vacancy for Economic Officer

The Mission of Japan to the African Union is inviting applications for an Economic Officer position within the Economic and Development Cooperation Section. This role is crucial in supporting the mission's objectives related to economic and development cooperation in Africa.

Position Title: Economic Officer (1 position available)

Location: Mission of Japan to the African Union (Situated at the same location as the Embassy of Japan in Ethiopia)

Key Responsibilities:

Under the supervision of Japanese officers in the Economic and Development Cooperation Section, the appointee will regularly attend African Union meetings and other relevant sessions. Responsibilities include, but are not limited to, drafting and preparing analytical reports on AU-related issues as well as other matters concerning Economic and Development issue in Africa.

Working Hours, Holidays, Leaves, and Benefits

- Working Hours: Monday to Friday, 8:30 AM to 12:30 PM and 1:30 PM to 5:15 PM.
- Holidays: Observance of selected Ethiopian and Japanese holidays.
- Leaves: 20 days of paid annual leave per year.
- Health Insurance: Coverage provided by the Mission of Japan to the African Union.

Qualifications and Experience:

- A minimum of five years of relevant work experience in related fields and organizations. Submission of copy of certificates verifying this experience is recommended.
- Strong knowledge of the economic and development issue in Africa including African Continental Free Trade Area.
- Proficiency in both spoken and written English and Amharic.
- Experienced in using Microsoft Office applications including Word, Excel, and PowerPoint.
- Flexible, serious work attitude suitable for a variety of tasks.
- Able to work independently, under supervision, and as part of a team.

- Excellent analytical and communication skills.
- Must be in good health.
- Bachelor's degree or equivalent certificate from a recognized university in the fields related to the vacancy post, preferably economics and development. Submission of copy of official degree certificates is required as proof of graduation.

Application Process:

If you meet the qualifications described, please submit the following documents to the specified email address: audai01@ua.mofa.go.jp

- Curriculum Vitae in English (note: handwritten CVs will not be accepted)
- A recent photograph (taken within the last 6 months)
- Proof of educational background (copy of diploma, graduation certificate etc)
- A Statement of Purpose, not exceeding 500 words, which details your professional motivations, career goals, and their alignment with the position.
- Proof of work experience (if applicable)

All applications must be received no later than the close of business on May 10, 2024. Only selected applicants will be notified and invited for interviews as part of the selection process by May 17.