

Vacancy for Administrative Staff

The Mission of Japan to the African Union invites applications for two Administrative Staff positions within the Administrative Section. These roles are vital to supporting the daily operations and facilitating the overall Mission objectives.

Position Title: Administrative Staff (2 positions available)

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

Key Responsibilities:

The role involves overseeing all essential administrative services for the office, including account management, building maintenance, and management of office supplies. Additionally, the position entails assistance in managing staff of the Ambassador's residence. Frequent visits to the Ambassador's residence will be required to help supervise renovations, repairs, and other maintenance activities.

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.
- Proficiency in both spoken and written English and Amharic.
- Proficient in using computer applications including Microsoft Word, Excel, and PowerPoint.
- Flexible, diligent, and committed approach to a wide variety of tasks.
- Capable of working independently, under supervision, and as part of a team.
- Strong analytical and communication skills.
- Must be in good health.

-Completion of Bachelor's degree or equivalent certificate from a recognized university in the fields related to the vacancy post. 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)
- 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.