

## **Recruitment of Local Staff for the Embassy of Japan in Lebanon**

The Embassy of Japan in Lebanon is recruiting 1 (one) local staff member. Anyone who meets the requirements below is welcome to apply. Please send the necessary documents (as indicated 「5」 ) to the address below by 4pm 25th September 2015.

### **1 Number of vacancy (One)**

-1 (One) for the administrative section

### **2 Job Description**

General administrative support to accounting data process, maintenance of the facilities of the Embassy and so forth.

### **3 Qualification Requirements**

- (a) Lebanese or Japanese national who stays legally on a long term basis
- (b) Male person in his 20s or early 30s
- (c) Holder driving license
- (d) Capable of communicating in English and Arabic (capable of communicating in Japanese would be desirable)
- (e) Capable of using computers (Word, Excel, internet browsers)

### **4 Terms of Employment**

- (a) Working venue is the Embassy of Japan in Lebanon, Serail Hill Area, Army St., Zokak El-Blat, Beirut, Lebanon
- (b) Basic working hours are from 08:00 to 16:00, Mon-Fri. excluding the holidays of the Embassy (Lunch break 12:30- 13:30)
- (c) Salary will be determined based on the certain standards in Lebanon and will be paid in US Dollars.

### **5 How to apply (necessary documents)**

Please send the following documents to the Embassy;

- (a) Copy of your ID card (or a substitute)

**(b) CV either in English or Japanese(Work experience, Educational background, Qualification/Skills, Religious affiliation etc.)**

**(c) Photo**

**(d) Copy of certificate of your degree or of your most recent employment.**

**(e) Personal Statement (why you would like to work for the Embassy)**

## **6 Selection Process**

**After receiving application documents, the Embassy will select the candidates in the following procedures;**

**(a) Those who pass the initial document screening will be invited to come to the Embassy for an interview in the first decade of October (Please note that, as a fair number of candidates are expected to apply, the Embassy will NOT contact those who do not pass the initial document screening.).**

**(b) Considering the performance of the interview, the Embassy will notify the final result to all the candidates who are invited for the interview around the middle of October, 2015.**

**\* Please note that the Embassy will NOT return any of the documents submitted. Please contact the Embassy of Japan in Lebanon for any enquiries with this recruitment.**

**Tel: 01-989-751~3**

**Serail Hill Area, Army St., Zokak El-Blat, Beirut, Lebanon**

**Yassine Farah**

**(END)**