

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 2nd March 2018.

1 Number of vacancy

(One) for the Political and Defense section

2 Job description

Support routine tasks of the Political and Defense section.

3 Qualification required

- (a) Lebanese national who stays legally on a long term basis**
- (b) Capable of communicating in English and Arabic**
- (c) Capable of using computers (Word, Excel, Power Point, 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 (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 (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.

*** 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

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