

Embassy of Japan in Sudan

Vacancy Announcement Consul Assistant

The Embassy of Japan is looking for a suitable candidate to fill the position of **the Consul Assistant** in the Embassy.

Requirements:

Minimum Language Level:

- Native-Speaker Level of Japanese.
- Business-Speaker Level of English and Arabic.

Abilities, Skills and Experiences:

- Excellent computer skills (Word, Excel) .
- Working experience as Consul Assistant.
- Good communication skill and team work

Job Description:

- Support for Consul Duty
- Translation
- Accounting

Instruction for Applications:

- Candidate must have Sudanese nationality or have a Sudanese work permit.

Please send your application (CV with a clear photo, academic and job certificates if available and a cover letter explaining why you believe yourself is a good candidate for this position), include telephone number and e-mail address. Application should be sent to:

**Administration Section, Embassy of Japan in Sudan
House No.67, Street No.43, Khartoum 1
P.O. Box 1649, Postcode 11111, Khartoum**

Please indicate on the front of the envelope “Application for the Consul Assistant”. The submitted documents would not be returned to applicants. The closing date for applications is **30th April, 2018**, and only short listed candidates will be contacted.

For further inquiries, please contact to Ms. Sana Mahoumd Ali, Consul Assistant of the Embassy.
Tel: 83471601, 83471602