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EMBASSY OF THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA  
TOKYO, JAPAN  
駐日エチオピア連邦民主共和国大使館

ቀን January 24, 2025  
Date: \_\_\_\_\_

## **Vacancy Announcement**

The Embassy of The Federal Democratic Republic of Ethiopia in Tokyo is seeking applications for the following vacancy.

**Position:** Translator/Receptionist

**Required Candidate:** one

**Gender:** Female

**Opening date of application:** January 27, 2025

**Closing date of application:** February 07, 2025

### **Duties and Responsibilities**

- Receive visitors and deal with inquiries via email, phone, and face-to-face
- Maintains an overall good flow of information in the Embassy
- Translation, interpretation
- Additional duties will be issued by the Embassy as conditions demand for

### **Required qualifications, experience, and skills**

- Bachelor's Degree and above in communication and office management or any related fields
- Minimum two years of work experience as a translator, receptionist, or related positions.
- Proficiency in English and Japanese languages
- Work experience in Embassies or International organizations is an advantage
- Legal working permit or permanent resident ID Card in Japan
- Good organizational, communication, teamwork, and computer skills

**Salary:** As per the Embassy scale.





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**Note:** Interested applicants should submit their Application Letter and CV prepared in English along with a copy of their original educational documents by February 07, 2025, the end of this vacancy announcement.

**How to Apply:** Interested applicants can submit their application to the Embassy via the Embassy's email address [tokyo.embassy@mfa.gov.et](mailto:tokyo.embassy@mfa.gov.et)

