

EMBASSY OF JAPAN IN MAURITANIA
VACANCY ANNOUNCEMENT

July 5th 2021

Position title: Clerk

Duties: Cultural and Public Relations work, Economic and Social issues analysis, Translation and Interpretation (English, French and Arabic), etc.

Requirements:

- Educational background: Bachelor's degree or above
- Practical command of English, French and Arabic (Interpretation, Translation and Writing) (if you have command of Japanese, it would be an advantage)
- Computer skills, including proficiency in Word and Excel
- Good documentary preparation and management skills
- Strong communication skills
- Cooperative attitude and good teamwork skills, professionalism, responsibility

How to apply:

Applicants must submit the following documents (hard copies) directly to the Embassy of Japan before August 5th (Thu) 2021.

- (1) CV written in English
- (2) Copies of Certificates of Degrees, Licenses, Qualifications, and Work history translated in English
- (3) Motivation letter in English (maximum 1 page)
- (4) Essay in Arabic, "Cultural Comparison between Japan and Mauritania" (maximum 2 pages)

The submitted documents will not be returned.

Only selected applicants will be invited for a written examination on August 31 (Tue) 2021.

Address:

Lots 861, 862 et 520, Ilot E Nord Tévragh Zeina, BP7810, Nouakchott

MAP : <https://www.mr.emb-japan.go.jp/files/100142697.png>

Tel. : 45 25 09 77