

**The Embassy of Bangladesh, Tokyo is seeking individuals for the post of
“Office Assistant Cum Computer Operator”**

Last date for application: 26 May 2023

Position: Office Assistant Cum Computer Operator

Job Description:

- To communicate with the Japanese Ministries and relevant organizations, supervising/registration support organizations, recruiting/implementing organizations etc. as directed by the Embassy.
- To work as the interpreter of the Embassy during the meetings, seminars, symposiums , or any other interactions with the Japanese.
- To make necessary email and telephonic correspondence for the official purpose.
- To verify demand letters for the recruitment of Bangladeshi workers/employees to the Japanese companies.
- To write down/type necessary notes, letters, and other documents.
- To discharge , if and when necessary, any other duties assigned by the Embassy.

Working Hours: 0900-1730 hrs. (5 days a week). Selected candidate should be willing to work beyond prescribed office hours and on weekends/holidays, as and when need arises.

Monthly Salary: Basic - ¥2,25,000
Conveyance - ¥20,000
(¥5,000 yearly increment up to 15 years)

Qualifications Required: Candidate must be a graduate from a recognized university having good computer skills, communication skills preferably in English & Japanese, noting/drafting etc. skills in English and Japanese. Candidate must have exposure to work in multicultural environment, readiness to work under pressure and take challenges as well as spirit of teamwork.

For Foreign national other than Japanese: Only candidates having work-permit/resident visa etc., in compliance with Japan’s rules and regulations to work in foreign Diplomatic Missions are eligible.

Mental and Physical Health: Candidate should have good mental and physical health. At the time of offer of appointment, candidates need to submit a medical fitness certificate.

How to apply:

Interested applicants must submit the following:

1. Detailed CV/Resume
2. Application Form filled in with necessary information
3. 3 Passport size photograph
4. 4 Self-attested copies of the certificates for Educational Qualifications and Work Experience

Application should be sent to:

Head of Chancery,
Bangladesh Embassy, Tokyo
3-29, Kioicho, Chiyoda-ku
Tokyo 102-0094, Japan
Tel. 3234 5801(PABX) Fax. 3234 5802
Email: bdembassy.tokyo@mofa.gov.bd

(Only those candidates suitable for the position will be contacted.)

Embassy of Bangladesh, Tokyo
Application Form
for the position of
“Office Assistant Cum Computer Operator”

1. Name:

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2. Nationality:

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3. Date of Birth:

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4. Current Address:

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5. Contact Number:

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6. Academic Background:

SL NO	Name of the Institution	Degree/Course	Year	Result/Achievement

7. Language Proficiency:

SL NO	Language	Level of Proficiency (Speaking/reading/writing)	Relevant Certification (if any)
01	English		
02	Japanese		
03	Other (if any)		

8. Work experience

SL No.	Name of the organization	Duration	Position	Key Responsibilities/ Achievements

9. Whether the current visa status allows the applicant to work in Japan or not: YES / NO

(Applicable to non-Japanese applicants only)

Date:

(Signature of the applicant)