

Clerk; Embassy of Japan in Iraq

Embassy of Japan in Iraq is seeking a clerk at its office.

A qualified candidate is kindly requested to send his/her curriculum vitae either by DHL mail only or E-mail to the address below by the 14th, February, 2014.

DHL mail address:

Embassy of Japan in Iraq, International Zone – Baghdad.

E-mail address:

embjp.com.iraq@bd.mofa.go.jp

Qualifications

A candidate should;

- have working experience as a clerk in the past and acquainted with the tasks.
- have good knowledge of Iraqi internal affairs and foreign affairs.
- have a good skill in English as well as Arabic (Spoken and Written).
- hold a bachelor's or higher degree.
- have working knowledge of Microsoft applications and internet.
- have a good working relationship with ministries (not a requisite).

* CV and other documents will not be returned to the candidates.

*Selected number of candidates will be contacted later to attend interviews.