



From
the People of Japan

Job Vacancy

The Embassy of Japan in Timor-Leste is now seeking a National Staff for the Economic and Development Cooperation Section.

Position Title: National Staff

Application Deadline: September 29, 2024

Starting Date: December 2024

1. APPLICATION REQUIREMENTS

- 1) High proficiency in English and Tetum (professional writing, interpretation, etc.). Portuguese is optional.
- 2) Advanced knowledge of economics and development cooperation activities
- 3) Advanced capability in research and analysis
- 4) Advanced skills in PC (Microsoft Word, Excel and Power Point etc.)
- 5) Advanced communication skills to work in multi-cultural environment
- 6) At least three years of work experience as full-time employee (preferred)
- 7) Residence in Dili or proximity of Dili

2. CONDITIONS

The selected National Staff will work in the Economic and Development Cooperation Section, Embassy of Japan in Timor-Leste.

- 1) Salary: According to the Embassy of Japan's regulations
- 2) Working hours: Monday to Friday 8:45-17:30, including one-hour lunch break. Overtime and weekend work may also be requested.
- 3) Expected Starting date: December 2024
- 4) Place of Work: Embassy of Japan in Timor-Leste (Avenida de Portugal, Pantai Kelapa, Dili)

3. JOB DESCRIPTION

- 1) Collect and compile information on economic and development topics on a daily basis.
- 2) Collect information and data on Timor-Leste's economy by conducting research on open sources and communicating with the relevant personnel of the Government of Timor-Leste.
- 3) Accompany the officials to meetings, events and ceremonies for development cooperation projects and provide interpretation and other services.
- 4) Other assistant tasks for the diplomats of the Embassy.

4. HOW TO APPLY

- 1) Please send the following documents by email to **ecas.di@di.mofa.go.jp**
 - CV in English with your recent photo attached
 - A personal statement in English (within 500 words)
 - A letter of recommendation in English
 - A copy of graduation certificate of the latest academic history
 - A copy of Identification Card
 - A copy of the map of the commuting route between the Embassy of Japan in Timor-Leste and the applicant's residence
 - A copy of the valid criminal record
- 2) Please note that those who do not have a valid work permit in Timor-Leste or an incomplete application will not be considered for this position
- 3) Deadline for application: **Sunday, September 29, 2024**
 - Only selected candidates will be invited to a written examination and interview (English).
 - No phone calls regarding this matter will be accepted.
 - Submitted application documents will not be returned.