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: November 23, 2025

Starting Date: January 20, 2026 (Start date to be discussed)

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: January 2026
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, November 23, 2025**

- Only selected candidates will be invited to a written examination (the 2nd week of December 2025) and interview in English (the 3rd week of December 2025).
- No phone calls regarding this matter will be accepted.
- Submitted application documents will not be returned.