

# THE EMBASSY OF JAPAN IN MUSCAT

is seeking to recruit a

## SECRETARY AND ASSISTANT TO HEAD OF CULTURAL DIVISION (M/F)

Candidates should meet the following conditions:

- ☛ Arabic native speaker
- ☛ Age below 35 years
- ☛ Excellent Command of spoken and written English and Arabic
- ☛ Excellent knowledge of the various computer skills
- ☛ Ability to handle various administrative/clerical tasks
- ☛ 3-5 years professional experience in a similar position
- ☛ University Degree or Diploma in Secretariat / Administration preferable
- ☛ Interested in Japanese Culture

Interested candidates are requested to forward their **C.V.** to the Embassy, **not later than June 14, 2015**, by

**e:mail: [bashayir@mc.mofa.go.jp](mailto:bashayir@mc.mofa.go.jp)**

by fax: 24698720, or directly to the Embassy premises.