

VACANCY ANNOUNCEMENT

Officer for Political Section at the Embassy of Japan

Embassy of Japan announces a vacancy of the position of an officer for political section and invites for applications from qualified Sri Lankan nationals.

1. Responsibilities

- To monitor current political issues in Sri Lanka and provide necessary support to the Embassy's reports on political developments.
- To assist in preparing and organizing meetings and related events, including logistic support and drafting letters and speeches.
- To develop and maintain Embassy's contacts among government agencies, media and academics, CSOs, political parties and international organizations.

2. Required Qualifications and Experiences

- Age between 25-40
- Bachelor's degree or equivalent university degree
- High English proficiency (written and communication skills). Fluency in Sinhala is essential (Tamil language skill would be an advantage).
- Computer literacy, including social media
- Residing in Colombo city

3. Terms and Salary

This vacancy is a full-time employment. The working hours are from 8:30 to 17:00, Monday to Friday. The salary scale of the successful candidate will be decided based on his/her experience, expertise and qualifications.

4. Applications

Interested candidates are requested to submit: (1) A bio data with two non-related referees, (2) one photograph taken within last 6 months, (3) copies of educational certificates/working certificates to the Political Section of the Embassy of Japan (4th Floor, M2M Veranda Office, 34 W. A. D. Ramanayaka Mw, Colombo 2) by 3rd March, 2023. Submitted applications will not be returned to the candidates. The successful candidate after the first screening will be called by the Embassy for the written test and interview.