

Embassy of Japan: Recruitment of Administrative Assistant

The Embassy of Japan in Rwanda would like to recruit one administrative assistant with the following qualifications.

1. Qualifications

- (1) A Rwandese national who lives in Kigali or near Kigali, and is able to commute to the Embassy every weekday on time.
- (2) Proficiency in written and spoken English and French. Japanese language skill is an asset but not prerequisite.
- (3) Basic computer skills (Proficiency in the use of Microsoft Office software: Word and Excel) and good communication skills.
- (4) A bachelor's degree or above.
- (5) Working experience in administration and/or in a team-oriented workplace is desirable.

2. Employment conditions

- (1) Salary will be determined according to Embassy's internal rules.
- (2) Working hours:
Monday to Thursday 08:00 -17:30 (1-hour break), Friday 08:00 -12:45
The staff member might be required to work overtime or on Saturday, Sunday and other holidays in accordance with internal regulations and domestic laws.
- (3) Period of employment: Expected to begin on November 1, 2024 (specific date to be agreed by the Embassy and the prospect staff), with a probation period of three months.
- (4) Position: Administrative Assistant

3. Application

- (1) Curriculum Vitae (with an attached picture), non-criminal certificate, and a copy of ID should be submitted to the Administrative Section of the Embassy of Japan.
*Please include your name, e-mail and postal address, cell phone number, educational background, qualifications, and other details in English.
- (2) We will inform the interview date and time exclusively to applicants who have passed a document screening. Submitted documents will not be returned. Any inquiries regarding anything related to your application will not be accepted.
- (3) Personal information submitted will be used exclusively for the purpose of selection and application will be kept strictly confidential.

4. Submission address

Embassy of Japan, 4th floor of Blue star house, 35, KG7 Avenue, Kacyiru, Kigali

5. Deadline

At 5:30 PM September 19, 2024

Any application submitted after the deadline will not be considered.