

EMBASSY OF JAPAN

P.O. Box 6050, Koror, Republic of Palau
Tel. Nos.: (680) 488-6455/6456 Fax Nos.: (680) 488-8065/6458

VACANCY ANNOUNCEMENT

Position: Full-time employee (Public Relations)

Closing Date: February 28, 2015

Salary: Dependent on qualifications and experience

QUALIFICATIONS REQUIRED:

1. College or University graduate.
2. Excellent research and writing skills.
3. The ability to speak and write in both English and Palauan.
4. Computer literate. Knowledgeable in Microsoft Word and Excel.
5. Good interpersonal skills, able to work as part of a team as well as work independently with minimal supervision.

HOW TO APPLY: Interested applicants must submit the following to the Embassy of Japan located at the Palau Pacific Resort in Ngerkebesang no later than February 28, 2015.

1. A current resumé with a copy of college or university degree or transcript.
2. Two-page essay, written in English, describing yourself including education and work experience, and explain why you are interested in working for the Embassy of Japan in the Republic of Palau.
3. Copy of passport and one passport size photo.

**For further information about the position,
please contact the Embassy of Japan at 488-6455/6456.**