



EMBASSY OF JAPAN IN MAURITIUS

October 2024

**Job Vacancy for a Secretary
(PA to Deputy Head of Mission/ Assistant for Economic Section)
Embassy of Japan**

1. Qualification

- Mauritian National
- University graduate
- Excellent communication skills (oral and written) in both English and French
- Experience as a secretary and knowledge of macroeconomics desirable
- Interest in Japan-Mauritius economic relations preferable
- Good IT skills including Microsoft Outlook, Word, Excel, PowerPoint

2. Term of Employment

- Working Hours: Monday to Friday, 08:00 to 16:45 (Lunch time from 12:00 to 13:00)
- Start Date: November, 2024 (TBC)
- Salary: Complied with the provisions of the Embassy (negotiable)
- Commute Mode: Able to commute on your own

3. Place of Work

The Embassy of Japan in Mauritius
Level 6, Tower C, 1 Cybercity, Ebène 72201

4. How to apply

Interested candidates should send the CV (including a passport size photograph on your CV) to japanembassy@mx.mofa.go.jp or to the address above.

Documents must be in English.

5. Deadline for application: Sunday 27 October 2024

***Notes:**

- Only successful candidate will be contacted for written exam and interview.
- We do not provide any information regarding selection criteria.
- We do not give any kind of feedback following written exam and interview.