

CALLING FOR APPLICATION

Cultural and Information Specialist at the Embassy of Japan

Applications are invited from qualified Sri Lankan Nationals for the post of Cultural and Information Specialist at the Embassy of Japan.

Required Qualifications & Experience

1. A university graduate with a minimum of 3-year professional experience, preferably in the area of public relations and/or events coordination at diplomatic missions or other international organizations.
2. Excellent command in English, both verbal and written, including drafting speeches, press releases, newspaper supplements and other official documents.
3. Conversant with Microsoft Office Software (Word, Excel, PowerPoint & Access etc.). Skills in social media and web editing valued.

Terms and Salary

The post in offer is for full-time, with working hours from 0830hrs to 1700hrs, Monday to Friday. The salary scale of the successful candidate will be decided based on his/her expertise, experience and qualifications.

Application

Interested candidates must submit: (a) A Bio-Data with two non-related referees, (b) One photograph taken within the last 6 months, (c) Copies of academic degree certificates/ working certificate, to the Cultural and Information Section of the Embassy of Japan in Sri Lanka (3rd & 4th Floors, M2M Veranda Office, No. 34, W.A.D. Ramanayake Mawatha, Colombo-02). The acceptance of applications will close on December 24 (Fri.), 2021. (Any documents submitted at the time of application will not be returned to the candidates and will be managed by the Embassy appropriately.)