

**Calling for Applications:**  
**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 3-year experience in the field of public relations and/or events coordination, preferably at a diplomatic mission or other international organizations.
2. Excellent written and verbal skills in English as well as ability to translate between English and Sinhala or Tamil.
3. Ability to draft speeches, press releases, newspaper supplements and other official documents in English and Sinhala/ Tamil.
4. Computer literacy and conversant with Microsoft Softwares (Words, Excel, PowerPoint & Access), Social Media and IT skills related to web editing.

**Terms and Salary**

The job will be full time, with working hours between 8:30 am and 5:00 pm Monday to Friday.

The salary will be decided based on the expertise of the successful candidate.

**Application**

Interested candidates must submit a Bio-Data with 3 non-related referees, a recent photograph, copies of Degree Certificates to the Cultural and Information Section, Embassy of Japan in Sri Lanka, 20, Srimath R.G. Senanayake Mawatha, Colombo 7.

**The application will close on January 20, 2019. (Any documents submitted at the time of application will not be returned and will be managed by the Embassy appropriately.)**