

## CALLING FOR APPLICATIONS

### TECHNICIAN

At the

### EMBASSY OF JAPAN

Applications are invited from qualified Sri Lankan Nationals for the post of **Technician** at the Embassy of Japan.

#### **Required Qualifications & Experience:**

- A Diploma in Electronic, Mechanical with minimum of 3 to 5 years professional experience.
- Ability to do all office maintenance works.
- Proficiency in Speaking/Reading/Writing English is required.
- Japanese language skill will be an advantage.
- Computer literacy and conversant with Microsoft Office software (Word, Excel, Power Point), basic hardware and IT Skills.

#### **Terms and Salary:**

The post on 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.

#### **Applications:**

Interested candidates are requested to submit: (a) A Bio Data with two non-related referees, (b) one photograph taken within the last 6 months, (c) copies of high education certificates /working certificate, to the Administration section of the Embassy of Japan in Sri Lanka (20, Srimath R.G.Senanayake Mawatha, Colombo 07). The acceptance of applications will close on 10<sup>th</sup> August 2020.(Any documents submitted at the time of application will not be returned to the candidates and will be managed by the Embassy appropriately.)If the candidates have passed the first screening, the Embassy will contact the candidates for the second screening.