

VACANCY ANNOUNCEMENT FOR THE POSITION
OF BILINGUAL SECRETARY / RECEPTIONIST

The Embassy is hereby inviting applications for suitably qualified persons for the position of Bilingual Receptionist/Secretary (Japanese-English).

Candidates should have good command of both languages preferably with University Education in either. Prior experience in a similar position may be necessary but not a prerequisite.

Applications should be addressed to:

THE HEAD OF MISSION

GHANA EMBASSY

1-5-21 NISHI-AZABU

MINATO-KU

TOKYO 106-0031

Email: mission@ghanaembassy.or.jp

Deadline for the submission of applications is **31st December, 2016**

Kindly note that only short-listed applicants will have their applications acknowledged.