



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](mailto: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.