

## Vacancy Announcement: Local Staff (Political and Economic Sector)

### 1. Job Requirements

#### (1) Number of Openings

1 position.

#### (2) Work Location

Embassy of Japan in Turkmenistan

(Address: 9th and 10th floor, "Paytagt" Trading Center, Building 60, 1945 Street, Ashgabat, Turkmenistan, 744017).

#### (3) Job Description

Collection and analysis of publicly available information within the Political and Economic Section; liaison and coordination with government agencies, private companies, and other organizations; preparation and support for Embassy events; interpretation duties; and other administrative tasks necessary for Embassy operations.

#### (4) Working Conditions

Working Days: Monday to Friday (Closed on Saturdays, Sundays, and Embassy holidays)

Working Hours: 9:15 AM – 6:00 PM (Lunch break: 1:00 PM – 2:00 PM)

#### (5) Period of Employment:

1 year (Renewable, including a 3-month probationary period).

#### (6) Salary:

To be determined comprehensively, taking into account the candidate's work experience and qualifications.

### 2. Application Requirements

#### (1) Nationality: Turkmenistan.

#### (2) Language Proficiency

- English: Fluent
- Turkmen: Native speaker
- Russian: Native speaker
- Japanese: Preferable

#### (3) Education: Higher Education

#### (4) Required Skills and Qualifications

- Proficiency in drafting documents and materials, as well as computer literacy (Microsoft Word, Excel, PowerPoint, etc.);
- Excellent physical and mental health, with no criminal record.

### 3. Application Procedure

#### (1) Application Deadline: Friday, October 9, 2026, by 5:00 PM

#### (2) Required Documents

- a) Curriculum Vitae (CV)
- b) Passport Copy
- c) Copy of University Graduation Certificate
- d) Medical Certificate
- e) Letter of Recommendation (from a previous supervisor, etc.) ※ *If available*
- f) Certificates of Qualifications (language proficiency, professional skills, etc.)  
※ *If available*

#### (3) Submission

- a) Original Documents: Embassy of Japan in Turkmenistan (9th Floor)

**【Reception Hours】** Monday to Friday: 9:30 AM – 12:45 PM, 2:00 PM – 5:00 PM

- b) Electronic Copies: Email: [jp-embassy@ah.mofa.go.jp](mailto:jp-embassy@ah.mofa.go.jp)

**Please note that only short-listed candidates who pass the document screening and written test will be contacted for an interview.**