

Job offer

The Embassy of Japan in the Republic of Cameroon is recruiting three staff members for its Political, Consular/Security, and Administrative Sections. Candidates must be Cameroonian nationals or foreign nationals holding a valid residence permit. The requirements are as follows:

1. Contract Duration and Salary

- Two years commencing mid-September (including a three-month trial period)
- Salary will be determined based on work experience and other factors.

2. Position Type

- (1) Political Section
- (2) Consular/Security Section
- (3) Administrative Section

3. Working Days and Hours

- Monday to Friday (The working hour will be fixed separately).
- Overtime work as directed by the embassy.

4. Required Profile

- (1) BAC+3 minimum
- (2) At least 3 years of professional experience as an office clerk
- (3) Excellent level in French and English
- (4) Knowledge of Japanese is appreciated
- (5) Proficiency in Microsoft Office software (Outlook, Word, Excel, PowerPoint, etc.)
- (6) Active person with good negotiation and networking skills
- (7) Team spirit, politeness and punctuality required

5. How to apply

- Please submit your application, in French or English, by 4:00 PM on Thursday, July 31st, 2025, either by mail to the Embassy of Japan in Cameroon or by email to embassyofjapanyd@yd.mofa.go.jp.
- Clearly state in the email subject: "Application for Embassy Staff Position - [*Your full name: Desired Section Name*]".

- Only shortlisted candidates will be contacted for testing and an interview.

6. Documents to Submit

Your application must include the following documents (copies are accepted):

- (1) A cover letter specifying your desired position (Political, Consular/Security, or Administrative)
- (2) A curriculum vitae (with photo taken within the last six months)
- (3) A certificate of individuality or police clearance certificate
- (4) An ID card or residence and work permit (for non-Cameroonian nationals)
- (5) A medical certificate
- (6) Your university diplomas
- (7) Your work certificates
- (8) Your language certificates (if applicable)

For email applications:

- All documents must be combined into a single PDF file.
- The file size must not exceed 10 MB.