

# **ASSISTANT OPEN COMPETITION**

**Last date to submit application: Friday, 27 May, 2016**  
**(E-mail to [aiwah@sn.mofa.go.jp](mailto:aiwah@sn.mofa.go.jp))**

## **POSITION DESCRIPTION**

Position Title:	Assistant (Protocol Section)
Employment:	Two years contract
Salary scale:	2,500-3,500 S\$ gross/monthly
Hours of operation:	40.0 hours per week, 5 days a week
	Ability and willingness to work overtime when required

## **SCREENING REQUIREMENTS**

Education:	Diploma and Above
Language:	Written and spoken fluency in English
Skills/Qualifications:	Computer Literacy

## **JOB SUMMARY**

- Schedule management
  - manage meetings and hosted meals, greet guests and serve tea and so on
- Provides services and supports to the officers
- Other duties as required
  - receptionist at events, up to date with world events and so on

## **RATED QUALIFICATIONS**

### **Knowledge**

- Knowledge of general office practices and procedures
- Knowledge of software packages: Windows, Microsoft Outlook, Excel etc

### **Ability**

- Accuracy and attention to details
- Superior organization skills
- Ability to communicate effectively
- Ability to accept mistakes and correct them

### **Personal Suitability**

- Adaptability and Resourcefulness
- Teamwork and Cooperation

- High degree of discretion
- Reliability and Dependability
- Professional Integrity
- Good Judgement

### HOW TO APPLY

- Please send your application to [aiwah@sn.mofa.go.jp](mailto:aiwah@sn.mofa.go.jp) (by e-mail only) and quote: “Application for assistant position” in the subject of your e-mail message.
- Only applications submitted as indicated above and before the cut-off date will be considered for screening.
- Locally engaged staff employment opportunities are open only to Singapore citizens and PRs. In the case of male applicants, military obligations must be completed. We cannot consider applications which do not satisfy these conditions.

### Notes

1. Interested applicants must send their resume and a covering letter stating their interest in the position and clearly demonstrating on their application that they meet all the essential education and experience criteria. Failure to do so may result in the rejection of your application.
2. Resume and covering letter must only be submitted in English language.
3. Pre-screening will be conducted to determine whether the candidate meets the education and experience for the position.
4. An interview may be administered.
5. References will be required.
6. No related enquires will be answered.
7. Selection process may start on rolling basis regardless to the application deadline so that applicants are strongly advised to submit the necessary documents as soon as possible.