

Job Opening for 1 (one) Diplomatic Service Assistant (Temporary)
in Political Section

Embassy of Japan in Ukraine

Position	Diplomatic Service Assistant (Temporary) in Political Section (1 person)
Work hours	From Monday to Friday, 9:00-12:30 and 14:00-18:00
Office location	Embassy of Japan in Ukraine (Muzeiny Lane 4, Kyiv)
Opening date	From June 2018
Duties and responsibilities	The research and analysis of the political situation and diplomacy of Ukraine and support to the activity of the political section etc.
Required qualifications	Plenty of knowledge of the Ukrainian politics, diplomacy, legislations etc.
Languages	Ukrainian, Russian and English (general English communication skills and the ability to interpret and translate between English and Ukrainian/Russian) , Japanese language skill is welcome.
Application	<ul style="list-style-type: none">- Submit CV with photo and Motivation Letter by email to soumu@kv.mofa.go.jp with attachments up to 500KB total.- All the applications should be written in English.- Any documents submitted to the Embassy will not be returned.
Deadline	22th May, 2018, 17:00
Selection process	<ul style="list-style-type: none">- Initial screening will be based on the submitted documents.- Candidates ranked highest will be invited to the written examination and interview with the Embassy staff.- No query about the results of initial screening, written examination and interview will be accepted by the Embassy.
Others	Trial period - three months