

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

Embassy of Japan in Ukraine

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