

Job Opening for 1 (one) Diplomatic Service Assistant (Temporary)
Embassy of Japan in Ukraine

Position	Diplomatic Service Assistant (Temporary) for Deputy Head of Mission, Defence Section and General Affairs Section
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)
Working period	From May to September 2020 (The contract will be renewed according to work performance etc.)
Duties and responsibilities	-Secretarial work for Deputy Head of Mission -The research and analysis of the Security Policy of Ukraine -Support to the activity of the Defence section and General Affairs section etc. -
Working Conditions	To be decided based on qualifications and job experiences. During quarantine measures due to coronavirus (COVID-19), teleworking is possible under certain conditions.
Required qualifications	Knowledge of the Ukrainian Politics including the Security Policy etc. is desirable.
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 appreciated.
Application	- 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	29th April, 2020, 17:00
Selection process	- 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.