

Job Opening for 1 (one) Diplomatic Service Assistant (Temporary)

Embassy of Japan in Ukraine
(16 November 2022)

Position	Diplomatic Service Assistant (Temporary) for Political Section
Work hours	From Monday to Friday, 9:00-12:30 and 14:00-18:00
Office location	Embassy of Japan in Ukraine in Kyiv (telework regime could be applied considering the situation)
Working period	From 21 December 2022 to 31 December 2023
Duties and responsibilities	-The research and analysis of the Politics and Diplomatic Policy of Ukraine -Support to the activity of the Political section, including interpretation, translation and preparation of meeting minutes work.-
Remuneration	To be decided based on qualifications and job experiences.
Required qualifications	Knowledge of the Ukrainian Politics and Diplomatic Policy is indispensable.
Languages	Ukrainian and English (general communication skills and the ability to interpret and translate between English and Ukrainian) , Japanese language skill is appreciated.
Application	- Submit CV with photo and Motivation Letter by email to toiawase@kv.mofa.go.jp with attachments up to 500KB total. - All the applications should be written in English.
Deadline	29th November, 2022, 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. - The date and time of the written examination and interview will be notified to the candidates who passed the initial screening. - No query about the results of initial screening, written examination and interview will be accepted by the Embassy.
Trial period	The first 3 months