

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

Embassy of Japan in Ukraine  
(16 November 2022)

<b>Position</b>	Diplomatic Service Assistant (Temporary) for Defense Section
<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 in Kyiv (telework regime could be applied considering the situation)
<b>Working period</b>	From 1 January to 31 December 2023
<b>Duties and responsibilities</b>	-The research and analysis of the Defense and Security Policy of Ukraine -Support to the activity of the Defense section etc.-
<b>Remuneration</b>	To be decided based on qualifications and job experiences.
<b>Required qualifications</b>	Knowledge of the Ukrainian Defense and Security Policy is indispensable..
<b>Languages</b>	Ukrainian, Russian and English (general communication skills and the ability to interpret and translate between English and Ukrainian/Russian) , Japanese language skill is appreciated.
<b>Application</b>	- Submit CV with photo and Motivation Letter <a href="mailto:toiawase@kv.mofa.go.jp">by email to toiawase@kv.mofa.go.jp</a> with attachments up to 500KB total. - All the applications should be written in English.
<b>Deadline</b>	<b>29<sup>th</sup> November, 2022, 17:00</b>
<b>Selection process</b>	- 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.
<b>Trial period</b>	The first 3 months