

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

Position	Diplomatic Service Assistant (Temporary) in Economic 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 13 th March 2023 till 31 st December 2023
Duties and responsibilities	The research and analysis of the economy and economic reform of Ukraine and recovery of Ukraine. Coordination with the Ukrainian Government and diplomatic/international missions. Translation/ Interpretation (Ukrainian /Russian / English)
Required qualifications	Experience of the research and analysis in the field of the economy and economic cooperation for Ukraine in International Organizations, private companies, etc.
Languages	Ukrainian, Russian and English (general English communication skills and the ability to interpret and translate between English and Ukrainian/Russian), business level Japanese is favorable.
Application	<ul style="list-style-type: none">- Submit CV with photo and Motivation Letter by email to toiawase@kv.mofa.go.jp with attachments up to 500KB total.- The application should be written in English or Japanese.- Any certificates that objectively demonstrate your ability. (ILETS, TOEFL in English, JLPT in Japanese, etc.)(if any).- Any documents submitted to the Embassy will not be returned.
Deadline	Friday, 24 February 2023, 17:00
Selection process	<ul style="list-style-type: none">- Initial screening will be based on the submitted documents.- The selected candidates 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.