

Notice of Recruitment of Local Staff at the Embassy of Japan in Ukraine

28.02.2023

Embassy of Japan in Ukraine

Recruitment Position	Japanese Embassy Secretariat Local Staff (Clerk)
Work time	Monday through Friday 9:00-12:30; 14:00-18:00
Work place	Embassy of Japan in Ukraine
Work period	01.04.2023-31.03.2024
Contents of work	Logistics support (purchase of office supplies and consumables, translation of accounting-related documents, bank-related, hotel-related, contact with various service providers, etc.)
Work Compensation	Is determined by abilities and experience
Application conditions	<ul style="list-style-type: none"> • University graduate or above. • Ukrainian citizens or holders of work permits. • Those who have office work experience. • Computer skills (Word, Excel, Outlook, Office365, Internet). • Good communication skills. • Ability to organize work and work under time pressure. • Ability to commute to the embassy office every day.
Language skills	Languages Ukrainian and Japanese (must have general business performance and communication skills, including interpretation and translation). Also, if you have qualifications such as the Japanese Language Proficiency Test, Ilets, Toeic, etc., please specify the content. English proficiency is also considered a plus.
Application method	Send your resume and motivation letter with a photo in Japanese and English as an attachment to an email (up to 500KB). *Send to: toiawase@kv.mofa.go.jp
Application deadline	05.03.2023 (Sunday) 18:00
Selection procedure	<ul style="list-style-type: none"> • The primary selection will be based on document screening. • A written test and an interview will be conducted as the second selection. • Applicants who pass the first selection will be notified of the schedule for the second selection. • We cannot respond to inquiries regarding selection results.
Miscellaneous	The trial period is 3 months.