

Job Opening for 1 (one) Diplomatic Service Assistant

Embassy of Japan in Ukraine

[\(27 June 2023\)](#)

Position	Diplomatic Service Assistant for Consular and Security Section (1 person)
Work hours	From Monday to Friday, 9:00 - 12:30 and 14:00 - 18:00
Office location	Embassy of Japan in Ukraine (telework regime could be applied considering the situation)
Working period	From 7th August 2023 to 31st March 2024
Duties and responsibilities	<ul style="list-style-type: none">- Counter service at the consular section.- Answering enquiries from Japanese, Ukrainians, and other nationalities.- Consular support for visas, passports, and other consular services.- Support activities of the Consular Section, including interpretation, translation, and recording of minutes held in meetings.
Remuneration	To be decided based on qualifications and job experiences. From 1,100 US Dollar (approximately)
Required qualifications	<ul style="list-style-type: none">- University graduates or above.- Ukrainian nationals or work permit holders.- Computer skills (Word, Excel, Outlook).- Good communication skills.- Ability to commute to the Embassy office on a daily basis.
Languages	<ul style="list-style-type: none">- The candidate must have good communication skills in Ukrainian and Japanese (N2 or above). Candidates with English (with the ability to carry out tasks and communication skills, including general interpretation and translation) skills are also welcome.- If the candidate has taken TOEFL, IELTS, Japanese Language Proficiency Test (JLPT), etc., a copy of the results should be attached.

Application	<ul style="list-style-type: none"> - Submit CV with photo and Motivation Letter by email to <u>toiawase@kv.mofa.go.jp</u> with attachments up to 500KB total. - All applications should be written in English.
Deadline	14th July 2023, 17:00
Selection process	<ul style="list-style-type: none"> - 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