

Job Opening for 2 (two) Diplomatic Service Assistant

Embassy of Japan in Ukraine

(27 June 2023)

Position	Diplomatic Service Assistants for Political Section (2 persons)
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 26th August 2022 to 31st March 2024
Duties and responsibilities	-The research and analysis of the internal politics(includign domestic reforms and legislation) and/or diplomatic policy of Ukraine -Support to the activities of the Political Section, including interpretation, translation and preparation for meeting minutes work.-
Remuneration	To be decided based on qualifications and job experiences. From 1,100 US Dollar (approx.)
Required qualifications	Knowledge of the Ukrainian internal politics and/or 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. If you have taken the TOEFL, IELTS, Japanese-Language Proficiency Test (JLPT), etc., a copy of the results should be attached.
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 or Japanese.
Deadline	18th July, 2023, 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