

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

(9 August 2023)

Position	Diplomatic Service Assistant 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 (Kyiv)
Working period	From 2 nd October 2023 till 31 st March 2024 (*Extension is possible by mutual agreement)
Duties and responsibilities	The research and analysis of the economy, reforms and recovery of Ukraine; Coordination with the Ukrainian Government and diplomatic / international missions; and Translation / Interpretation (Ukrainian / English / Russian).
Remuneration	To be decided based on qualifications and job experiences (from 1,100 USD).
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	Fluency in Ukrainian, English and Russian (general English communication skills and the ability to interpret and translate between English and Ukrainian / Russian). Proficiency in Japanese is even more desirable.
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, 25 August 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.