

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

**(9 August 2023)**

<b>Position</b>	Diplomatic Service Assistant in Economic Section
<b>Work hours</b>	From Monday to Friday, 9:00-12:30 and 14:00-18:00
<b>Office location</b>	Embassy of Japan in Ukraine (Kyiv)
<b>Working period</b>	From 2 <sup>nd</sup> October 2023 till 31 <sup>st</sup> March 2024 (*Extension is possible by mutual agreement)
<b>Duties and responsibilities</b>	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).
<b>Remuneration</b>	To be decided based on qualifications and job experiences (from 1,100 USD).
<b>Required qualifications</b>	Experience of the research and analysis in the field of the economy and economic cooperation for Ukraine in International Organizations, private companies, etc.
<b>Languages</b>	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.
<b>Application</b>	<ul style="list-style-type: none"><li>- Submit CV with photo and Motivation Letter by email to <a href="mailto:toiawase@kv.mofa.go.jp">toiawase@kv.mofa.go.jp</a> with attachments up to 500KB total.</li><li>- The application should be written in English or Japanese.</li><li>- Any certificates that objectively demonstrate your ability (ILETS, TOEFL in English, JLPT in Japanese, etc.). (if any)</li><li>- Any documents submitted to the Embassy will not be returned.</li></ul>
<b>Deadline</b>	<b>Friday, 25 August 2023, 17:00</b>
<b>Selection process</b>	<ul style="list-style-type: none"><li>- Initial screening will be based on the submitted documents.</li><li>- The selected candidates will be invited to the written examination and interview with the Embassy staff.</li><li>- No query about the results of initial screening, written examination and interview will be accepted by the Embassy.</li></ul>
<b>Others</b>	Trial period - three months.