

Job Opening for 1 (one) Diplomatic Service Assistant (Temporary)

Embassy of Japan in Ukraine
(21 September 2023)

Position	Diplomatic Service Assistant (Temporary) for Defense Section
Work hours	From Monday to Friday, 9:00-12:30 and 14:00-18:00
Office location	Embassy of Japan in Ukraine in Kyiv
Working period	From 1 November 2023 to 31 December 2024 (contract with a fixed term)
Duties and responsibilities	Assistant of Defense Attache (The research and analysis of the Military and Security Policy of Ukraine, Translation, Interpretation(Ukrainian/English), preparation of meeting minutes work etc)
Remuneration	To be decided based on qualifications and job experiences (from 1,100USD)
Required qualifications	Having an interest of the Military and Security Policy
Languages	Ukrainian and English (general 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.- Any certificates that objectively demonstrate your language ability. (ILETS, TOEFL in English, JLPT in Japanese, etc.) (if any)- Anyone who has served in the Armed Forces should write about it. (if any)- Any documents submitted to the Embassy will not be returned.
Deadline	6 October, 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.
Others	Trial period - three months.