

Job Opening for 1 (one) Diplomatic Service Assistant

Embassy of Japan in Ukraine

(17 October 2023)

Position	Diplomatic Service Assistant in Cultural and Information 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 15 th November 2023 till 29 th March 2024 (contract extension is possible upon mutual consent)
Remuneration	To be decided based on qualifications and experience (starting from 1,300 USD per month).
Duties and responsibilities	(1) Support in realization of projects related to culture, cultural exchange and Japanese language education. (2) Various coordination and communication related to the Cultural and Information affairs, survey conduct and documents creation, translation (Ukrainian / Russian / English / Japanese), updating content on the Embassy's website, etc. (3) Support in other activities based on the needs of the Embassy.
Required qualifications	(1) University graduate or above. (2) Ukrainian and English skills necessary for communication at work. (3) Fluency in Japanese (JLPT N2 level or above). (4) Knowledge and/or interest in the Japanese culture. (5) Computer skills (familiarity with Word, Excel, PowerPoint etc.)
Languages	Ukrainian, Russian, English and Japanese (general communication skills and ability to interpret/translate).
Application	- Submit CV with photo and Motivation Letter by email to culture@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	Tuesday, 31 October 2023, 17:00
Selection process	- 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.