

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

Embassy of Japan in Ukraine
(26 October 2023)

Position	Diplomatic Service Assistant (Temporary) for Political Section (1 person)
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 1st January 2024 to 31st December 2024
Duties and responsibilities	-The research and analysis of the internal politics (including domestic reforms and legislation) and 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 1,300 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	13th November, 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 three months