

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

21 March 2025

Position	Diplomatic Assistant in 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
Working period	From 14th May 2025 to 31st December 2025
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 arranging meetings, interpretation, translation and preparation for meeting minutes work.
Remuneration	To be decided based on qualifications and job experiences. Minimum 1,300 US Dollar.
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 . - All the applications should be written in English or Japanese.
Deadline	Wed. 16th April, 2025, 17:00
Selection process	- Initial screening will be based on the submitted documents. - The selected candidates will be invited to the interview with the Embassy staff. - The date and time of the interview will be notified to the candidates who passed the initial screening. - No query about the results of initial screening and interview will be accepted by the Embassy.
Trial period	The first three months.