



## **Job opening: Diplomatic Service Assistant in Economic Section**

Embassy of Japan in Ukraine (Kyiv) is seeking a qualified professional to fill the position: **Diplomatic Service Assistant in Economic Section** (from June 1 till December 31, 2025, extension of the contract period may be considered).

Working hours: from Monday to Friday, 9:00-12:30 and 14:00-18:00.

Salary: to be decided based on qualifications and job experience; minimum USD 1,300.

### **Duties and responsibilities:**

- Provide timely and comprehensive background information and analysis on economic developments, reforms and recovery of Ukraine;
- Draft economic reports and provide background research to support diplomatic team;
- Assist in preparing meetings, dialogues and/or events in coordination with the Ukrainian Government, diplomatic missions and international organizations, etc.;
- Develop and sustain a network of contacts in the areas of responsibility;
- Translation / Interpretation (Ukrainian / English).

### **Required qualifications:**

- University degree;
- Professional experience in a comparable position is desirable;
- Strong written and verbal communication skills in English and Ukrainian (knowledge of Japanese would be an asset);
- Analytical, networking and organizational skills;
- Good computer literacy.

### **Application**

Please submit your *1) CV and 2) a motivation letter* in English or Japanese, together with any *3) certificates* that objectively demonstrate your ability (ILETS, TOEFL in English, JLPT in Japanese, etc.), by email to [toiawase@kv.mofa.go.jp](mailto:toiawase@kv.mofa.go.jp) with attachments of up to 500KB in total. Applications are to be submitted by **COB May 6, 2024**.

### **Selection process**

Initial screening will be based on the submitted documents. Only shortlisted candidates will be contacted for the next stages of the recruitment process. No query about the results of initial screening and interview will be accepted by the Embassy.