

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

December, 2025

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| 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 1st February 2026 to 31st March 2026 (It may be extended on a yearly basis thereafter.) |
| Duties and responsibilities | -The research and analysis of the internal politics (including domestic reforms and legislation) and foreign 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 1,700 US Dollar. |
| Required qualifications | Knowledge of the Ukrainian internal politics and/or foreign 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, Motivation Letter as well as Recommendation letters (if any) by email to toiawase@kv.mofa.go.jp . - All the applications should be written in English or Japanese. |
| Deadline | Sun. 14 December, 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. |