

Notice of Recruitment of Consular Affairs Commissioners of  
the Embassy of Japan in Ukraine

December 17, 2025  
Embassy of Japan in Ukraine

<b>Position</b>	Consular Affairs Commissioner of the Embassy of Japan (no employment relationship)
<b>Work hours</b>	Monday to Friday 9:00~12:30, 14:00~17:30
<b>Office location</b>	Embassy of Japan in Ukraine (Kyiv City)
<b>Working period</b>	January 15, 2025 (Thursday) ~ March 31, 2025 (Tuesday) Actual work is 20 days out of the above period (specific dates and times will be adjusted later)
<b>Remuneration</b>	Last day of work: USD 1,190
<b>Duties and responsibilities</b>	The following duties of the Consular and Security Division: (1) Consular Assistance (2) Various liaison and coordination, various investigations and document preparation in the consular field, translation (Ukrainian, English, Japanese) (3) Other duties required by the embassy
<b>Required qualifications</b>	(1) University graduate or equivalent or higher (2) Ukrainian and English skills required for practical work (3) Fluency in Japanese (equivalent to Japanese Proficiency Test N2 level or higher) (4) Possess knowledge and interest in Japan culture Those who can operate a basic computer (Word, Excel, PowerPoint, etc.)
<b>Languages</b>	Ukrainian, English and Japanese (Ability to perform duties and communicate including general interpretation and translation).
<b>Application</b>	Please send your CV with a photo and a motivation letter written in English or Japanese as an attachment to the email (attachments must be up to 500KB). If there is a certificate that objectively shows the ability to speak a foreign language, it should be specified. (English ILETS, TOEFL, Japanese JLPT, etc.) Destination: Consular and Security Team Recruitment <a href="mailto:ryouji@kv.mofa.go.jp">ryouji@kv.mofa.go.jp</a> Application documents will not be returned.
<b>Deadline</b>	<b>Wednesday, December 25, 2025, 5 p.m.</b>
<b>Selection process</b>	The first selection will be conducted through document screening. After that, we plan to conduct interviews for those who pass the first screening as a second screening. The embassy will contact each applicant directly regarding the results of the successful or rejected application. Inquiries about the selection results will not be accepted.
<b>Others</b>	This agreement is a contract for consular services, not an employment contract for embassy staff.