



Diplomatic Assistant for Political Section, 54000 грн.

📍 Киев, 🕒 24 марта

Компания: [Посольство Японії в Україні](https://jobs.ua/company/id/1626985) (https://jobs.ua/company/id/1626985) ([Все вакансии](#))

Рубрики: [Офисный персонал](#)

Пожелания к сотруднику

Образование: полное высшее
Опыт работы: не требуется
График работы: полный рабочий день

Описание вакансии

Position

Diplomatic Assistant for Political Section

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(includign domestic reforms and legislation) and/or 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. 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 with attachments up to 500KB total.
- 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.
- 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 3 months

Контактная информация

Контактное лицо: Володимир Яшунін

Сайт: <http://www.ua.emb-japan.go.jp>

Адрес: Київ, вул. Велика Житомирська
34Б