



Ваш надежный помощник

# Diplomatic Assistant, 71000 грн.

📍 Киев, 🕒 3 декабря

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

Рубрики: [Офисный персонал](#), [Юриспруденция, право](#)

## Пожелания к сотруднику

Образование: полное высшее  
Опыт работы: от года  
График работы: полный рабочий день

## Описание вакансии

Embassy of Japan in Ukraine (Kyiv) is seeking a qualified professional to fill the position: **Diplomatic Service Assistant in Political Section**.

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

### 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 experience; minimum USD 1,700.

**Required qualifications:** Knowledge of the Ukrainian internal politics and/or foreign policy is indispensable.

### Required qualifications:

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

- Please submit your **1) CV with photo** and **2) a motivation letter** as well as **3) Recommendation letters** (if any) by email to [toiawase@kv.mofa.go.jp](mailto: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

## Контактная информация

Контактное лицо: Володимир Яшунін

Адрес: Київ, вулю Велика Житомирська 34б