



Ваш надійний помічник

Diplomatic Assistant, 71000 грн.

📍 Київ,

Компанія: Посольство Японії в Україні

Рубрики: [Офісний персонал](#), [Юриспруденція](#), [право](#)

Побажання до співробітника

Освіта: повна вища
Досвід роботи: від року
Графік роботи: повний робочий день

Опис вакансії

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
- 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

Контактна інформація

Контактна особа: Володимир Яшунін

Адреса: Київ, вуль Велика Житомирська 34б