

## **Job Position in Embassy of Japan in India**

The Embassy of Japan, New Delhi, is seeking applications for the post of "Assistant" in the Political Section. The job description for the position is as follows:

1. **Job Title:** Assistant in Political Section
  
2. **Job Description:** Responsibilities will include the following:
  - General administrative duties and secretarial work.
  - Preparing daily newspaper briefings on political and international affairs, undertaking ad hoc research, attending seminars and producing reports.
  - Assisting with organizing embassy functions.
  
3. **Working Timing:** 9:00 am to 5:30 pm (Lunch time: 1:00 pm to 2:00 pm) (Monday to Friday)
  
4. **Location:** Embassy of Japan, 50-G, Chanakyapuri, New Delhi-110 021.
  
5. **Qualifications & Experience Required:**
  - Education:** Degree level (have a solid grasp of domestic politics, current affairs and other related fields)
  - Work Experience:** Working experience with Diplomatic Missions, Japanese companies is preferable.
  - Computer Skill:** MS-Word, Excel and Power Point.
  - Language:** Excellent speaking and writing skills in English and Hindi. (A candidate who has a good command of Japanese language will be given preference.)
  
6. **Age:** Not more than 35 years
  
7. **Salary:** The salary will be decided on the basis of qualifications and experience.
  
8. **Closing date for application:** Morning of May 6, 2018.
  
9. **Starting date:** July 2, 2018.
  
9. **How to apply:** Interested candidates may apply for this post with detailed Curriculum Vitae, reference letter, latest passport size photo and copies of all certificates addressed to **Political Section, Embassy of Japan, 50-G, Chanakyapuri, New Delhi-110 021 by May 6, 2018**, with specifying "Job Application" on the envelope.

### **Note:**

- a) Only the short listed candidates will be contacted by the Embassy for interview.
- b) No telephonic enquiries will be entertained.