

## Temporal Job Vacancy in the Embassy of Japan (Political Section)

The Embassy of Japan is seeking an individual for the temporal position of **Assistant** in the Political section. The detail is as below:

**1. JOB TITLE:** Assistant in Political Section

**2. JOB DESCRIPTION:** Duties and tasks will include following:

- Secretarial Work, including maintaining diaries and arranging appointment
- Preparing daily newspaper briefings on political & international affairs, attending seminars and preparing reports etc.
- Assisting with organizing embassy functions and other related works as instructed by the section officials.

**3. WORK HOURS & LOCATION:**

Monday to Friday, from 9:00 to 17:30, At the Embassy of Japan, 50-G, Chanakyapuri, NewDelhi

**4. QUALIFICATIONS REQUIRED:**

- a) BA degree or above
- b) Administrative experience and computer skills (MS-WORDS, Excel and Outlook)
- c) Full command in English and Hindi, particularly good writing skills in English.
- d) Able to take initiatives and responsibilities.
- e) Ability to work cooperatively with partners and seniors.
- f) Working experience with Diplomatic Missions, MNC preferable.
- g) Not more than 40 years old.

**5. SALARY:**

The salary will be decided on the basis of qualifications & experience.

**6. CONTRACT TERM:**

From 20th April 2020 till 25th September 2020.

\*The first date of work is subject to change.

**7. HOW TO APPLY:**

Those who wish to apply for this job are requested to send the following documents to [jpemb-extra@nd.mofa.go.jp](mailto:jpemb-extra@nd.mofa.go.jp) by email or mail to **Political Section, Embassy of Japan, 50-G, Shanti Path, Chanakyapuri, New Delhi-110021** by 3rd April 2020.

1. Recent Photo (Passport size)	7. Academic background including a brief summary of your dissertations or papers if any
2. Name	8. Job Experience
3. Birthday	9. Level of English and Hindi language
4. Address (also distance from the Embassy)	10. Reason to apply
5. Phone Number and Email ID	
6. Marital Status	

**Note: Only the shortlisted applicants will be contacted for the interview.**

**No telephonic enquiries will be entertained.**