

VACANCY

Diplomatic Mission

REQUIRES A

Public Relations & Culture Assistant

Responsibilities:

- Public Relations – Building relations and outreach, liaising with relevant stakeholders, working with media, creating content for social media platforms, drafting press releases, speeches etc
- Cultural Affairs – Assisting in organising, coordinating and hosting numerous events, receptions, festivals, meetings etc
- Programmes – Assisting with programmes offered by the Embassy such as JET Programme, MEXT Scholarship Programme & other Programmes
- Perform all other related tasks as required

Requirements:

- Bachelor's degree or above
- Able to function in a multicultural environment as part of a team
- Excellent oral and written communication skills
- Computer literate (Microsoft Word, Excel, Outlook etc.)
- Ability to multi-task, prioritize and meet deadlines
- Able to build and maintain essential external relationships
- Permanent residency in Trinidad and Tobago

Interested applicants should submit a cover letter and resume

to

culture@po.mofa.go.jp

or

EMBASSY OF JAPAN PO BOX 1039, PORT OF SPAIN

Attn: Takahiro HARA (Mr.)

Deadline: May 6, 2024

**SHORT LISTED APPLICANTS WILL BE INVITED FOR INTERVIEW.
TELEPHONE INQUIRES WILL NOT BE ACCEPTED.**