

VACANCY

Diplomatic Mission

REQUIRES A

General Affairs Research Assistant

Responsibilities:

- In depth research and analysis of current affairs and regional/local reports on politics, elections and the economy
- Preparation of detailed reports, correspondence, speeches and press releases
- Liaise with Ministries and regional organisations on political/cooperation matters
- Protocol and other General Affairs duties as assigned

Requirements:

- Undergraduate degree in International Relations, Politics, or related field; the completion of a post-graduate diploma or degree would be an asset
- Experience in the Foreign Service/diplomatic mission/international organisation would be an asset
- Able to function in a multicultural environment as part of a team
- Excellent oral and written communication skills
- Ability to problem solve, multi-task, prioritize and meet deadlines
- Able to effectively build and maintain a network with relevant stakeholders

Interested applicants should submit a cover letter and resume to:

embassyofjapan@po.mofa.go.jp
or
EMBASSY OF JAPAN
PO BOX 1039, PORT OF SPAIN

Attn: Head of Political Section

Deadline: July 12, 2024

**ONLY SHORT LISTED APPLICANTS WILL BE CONTACTED FOR INTERVIEWS.
TELEPHONE/EMAIL INQUIRES WILL NOT BE ENTERTAINED.**