

# VACANCY

## Diplomatic Mission

### REQUIRES AN

# ECONOMIC COOPERATION

# PROGRAMME COORDINATOR

#### RESPONSIBILITIES:

- Research, collection and analysis of information related to the Embassy's development cooperation programmes and priorities.
- Communication and coordination between the Embassy, local and regional government bodies, and international organizations.
- Preparation of diplomatic notes, letters, press releases, speeches, and other official correspondence as required.

#### REQUIREMENTS:

- Bachelors degree or a combination of relevant qualifications in International Relations, International Cooperation, International Development or related areas.
- Experience working with Government Ministries, Intergovernmental Organizations, Local/Rural Governments, NGOs and other development cooperation stakeholders.
- Proficiency in English language. Knowledge of Japanese language would be considered an asset.
- Familiarity with Japanese culture and working style would be an asset.
- Excellent oral and written communication skills.
- Ability to multi-task, prioritize and meet deadlines.
- Able to build, maintain and strengthen essential bilateral and multilateral relationships.
- Permanent residency in Trinidad and Tobago.

**Interested applicants should submit a cover letter and resume to**  
**[ecocoop@po.mofa.go.jp](mailto:ecocoop@po.mofa.go.jp)**

**or**

**EMBASSY OF JAPAN 5 HAYES STREET, ST. CLAIR, PORT OF SPAIN**  
**Attn: Atsushi SAGA (Mr.)**

**Deadline: by noon on Monday October 14, 2024**

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