

VACANCY

Diplomatic Mission

REQUIRES A

Public Relations & Cultural Affairs Coordinator

Responsibilities:

- Public Relations – Building relations and outreach, liaising with relevant stakeholders, working with media, creating content for social media platforms, drafting press releases, speeches, production of posters, flyers, brochures, etc
- Cultural Affairs – Organising and coordinating numerous events, receptions, festivals, meetings etc
- Programmes – Coordinating 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 other relevant combination of qualifications
- At least 5 Years working experience; experience in PR, Communications, Programme coordination with Social Media Management/Event Management would be an asset
- Technical Skills such as videography, graphic design, and photography
- 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
- Knowledge of Japanese language and familiarity with Japanese culture and working style would be an asset
- 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: OCTOBER 14, 2024

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