

VACANCY

Diplomatic Mission

REQUIRES AN

ECONOMIC COOPERATION

PROGRAMME COORDINATOR

RESPONSIBILITIES:

- Research, collection and analysis of information related to the Embassy's economic 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:

- Bachelor's degree of relevant qualifications in International Relations, International Cooperation, International Development or related areas.
- Work experience working with Government Ministries, Intergovernmental Organizations, and other development cooperation stakeholders.
- Proficiency in English language.
- 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.
- Ability to build, maintain and strengthen essential bilateral and multilateral relationships.
- Excellent clerical and information organization skill.
- Highly interested in economic cooperation.
- Motivated long-term commitment.
- Permanent residency in Trinidad and Tobago.

Interested applicants should submit a cover letter and resume to
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 Tuesday December 10, 2024

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