

The Embassy of Japan announces a vacancy for an Assistant in the Cultural Affairs and Information Section

Job responsibilities:

- translate newspaper articles and documents from Dutch into English
- reply to inquiries and receive visitors to the Cultural and Information Centre
- maintain the Embassy's website and Cultural and Information Centre
- prepare and attend Cultural events and receptions organized by the Embassy
- arrange meeting and appointments
- correct, edit and draft English language texts and letters
- draft English language speeches
- miscellaneous tasks related to the Cultural and Information Centre

Requirements:

- University graduate
- Interest in Japanese culture and historical relations between Japan and the Netherlands
- Good command of current national and international affairs
- Excellent command of the English language (equivalent to that of a native speaker) and fluent in both written and spoken Dutch
- Thorough knowledge of Microsoft Office
- A work permit (if applicable) issued by the Dutch authorities
- Sense of cooperation and team work

A letter of Application, including the following should be sent to the: Cultural and Information Section, Embassy of Japan, Tobias Asserlaan 2, 2517 KC The Hague

- A CV (in English) with a recent photograph
- Copies of all relevant educational certificates
- A letter of recommendation
- A handwritten letter of application outlining motivation

For further inquiries, contact to: info@hg.mofa.go.jp (please mention "vacancy inquiry 201511/applicant's name" on the subject line)

Closing date for applications: 13 November 2015