

Local Staff Recruitment (Cultural Affairs and Public Relations)

The Embassy of Japan in Finland is recruiting a locally employed staff for Cultural Affairs and Public Relations Section. Application details are as below.

1. Description of Duties

Duties at the Cultural Affairs and Public Relations Section include assisting following programs and tasks:

- (1) People-to-people exchange programs, culture events, Japanese language-related programs, and media-related areas;
- (2) Coordination with other partners, research and draft documents, translation (Finnish/English) in the cultural and PR-related areas, as well as Embassy's homepage management, and other related duties;
- (3) Other duties required by the Embassy.

2. Number of Recruitment

One staff

3. Work Days and Hours

Basically during weekdays (except for Saturday, Sunday and other holidays specified by the Embassy. Holidays may be subject to change.)

From September to May: from 09:00 to 17:00 (Lunch break from 12:30 to 13:30)

From June to August: from 08:30 to 16:30 (Lunch break from 12:00 to 13:00)

4. Required Qualification

- (1) University degree or above, or the equivalent education degree;
- (2) Expert knowledge of Finnish and English language. Knowledge of Japanese language is desirable;
- (3) Good command of computer such as Word, Excel and Powerpoint;
- (4) Knowledge and interests in Japanese culture;
- (5) (If non-Finnish nationality) residential status with working permission.

5. Application

To apply, please send the following documents to the below address or by email. The documents must be received by the Embassy by 16:00 on Wednesday, 31 October,

2018.

(1) Documents for submission

- a) CV written in English;
- b) (If any,) Copy of proof of language proficiency such as the Japanese-Language Proficiency Test (JLPT), TOEFL and TOEIC;
- c) (If non-Finnish nationality,) Copy of residential status with working permission.

The application documents will not be returned.

(2) Address

a) By Post

Cultural Affairs and Public Relations Section

Embassy of Japan in Finland

Unioninkatu 20-22, 00130 Helsinki

* Please write "Local Staff Recruitment" with red-colored pen on the envelope

b) By Email

culture@hk.mofa.go.jp

*Please write "Local Staff Recruitment" on the title of the email

6. Screening

(1) Screening of application documents

The result will be announced only to the successful applicants by 17:00 on Thursday, 8 November.

(2) First Interview

Interview will be conducted only for those who passed the documents screening. The interview date will be informed when the Embassy staff contacts the successful applicants.

(3) Second interview

Second interview will be conducted only for those who passed the first interview. The interview date will be informed when the Embassy staff contacts the successful applicants.

7. Inquiries

For questions, please contact to the Embassy by email.

culture@hk.mofa.go.jp

Please refrain from making enquiries by telephone or direct visit to the Embassy office.