

## Job Vacancy

The Embassy of Japan is currently recruiting one local staff member, on a fixed-term basis, who will work mainly for the General Affairs Section and the Defence Section. The details are as follows.

### 1. Period of Employment

From **Friday, 1 May 2026** to **Friday, 31 March 2028**

Please note that the term of employment will not be extended.

### 2. Job Description

- a. Secretarial work for the General Affairs and the Defence Sections
- b. Research and translation of information, mainly related to security issues
- c. Other tasks as required by the Embassy

### 3. Number of Vacancies

One (1) person

### 4. Working Days and Hours

Weekdays, excluding Saturdays, Sundays, and other holidays designated by the Embassy.

**September to May** : 9:00 a.m. to 5:00 p.m. (lunch break: 12:30 p.m. to 1:30 p.m.)

**June to August** : 8:30 a.m. to 4:30 p.m. (lunch break: 12:00 p.m. to 1:00 p.m.)

### 5. Qualifications

- a. Excellent command of Finnish and English required for the performance of duties. In addition, a high level of Japanese proficiency is desirable (JLPT N2 or equivalent).
- b. Good knowledge of Microsoft Office
- c. A university degree or other academic qualification deemed equivalent
- d. Availability to commence work on Friday, 1 May 2026
- e. For non-Finnish nationals, permanent residence status and a valid work permit

### 6. Application Process

Applicants are requested to submit the following documents by post or e-mail to the address below no later than **4:00 p.m. on Friday, 3 April 2026** (must arrive by this deadline).

- a. A resume in English or Japanese  
Please describe your language skills in the resume. The resume must include your telephone number and e-mail address for further communication.
- b. A copy of your identification card or passport

- c. A copy of your Japanese Language Proficiency Test certificate, English proficiency certificate (e.g. TOEIC or TOEFL), or any other language proficiency certificate, if available
- d. For non-Finnish nationals, a copy of a residence permit or equivalent document proving legal authorization to work in Finland

Submitted documents will not be returned.

## 7. Contact Information

Embassy of Japan in Finland  
General Affairs Section  
Unioninkatu 20-22, 00130 Helsinki

**By email:** [inquiry@hk.mofa.go.jp](mailto:inquiry@hk.mofa.go.jp)

If you send your application by post, please write “職員募集 (Staff Recruitment)” in red on the envelope.

## 8. Selection process

### a. First screening:

Applicants will be screened based on the submitted documents. Only shortlisted applicants will be contacted by **5:00 p.m. on Wednesday, 8 April 2026**.

### b. Second screening:

Interviews will be held on **13, 14, or 15 April 2026** for candidates who pass the first screening. The date and time of the interview will be communicated directly to the selected candidates.

## 9. Inquiries

For any inquiries regarding the application, please contact us by e-mail at [inquiry@hk.mofa.go.jp](mailto:inquiry@hk.mofa.go.jp) and refrain from contacting the Embassy by phone.