

## **Local Staff Recruitment (Political and Economic Section)**

The Embassy of Japan in Finland is recruiting a fixed-term local staff employee (parental leave substitute) for the Political and Economic Section. Application details are as below.

### **1. Description of Duties**

Duties at the Political and Economic Section include assisting following programs and tasks:

- (1) Follow, analysis, translation and reporting of Finnish foreign and domestic policy areas as well as global issues including the EU and NATO;
- (2) Follow, analysis, translation and reporting of Finnish economy;
- (3) Follow, analysis, translation and reporting of Finnish society;
- (4) Coordination and networking with Embassy partners,
- (5) Other duties required by the Embassy.

### **2. Number of Recruitment**

One staff

### **3. Employment Period**

From Friday 7 August to Wednesday 23 December 2026 (parental leave substitution).

### **4. Work Days and Hours**

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

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

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

### **5. Required Qualification**

- (1) University degree or above, or the equivalent education degree;
- (2) Working experience in related field;
- (3) Expert knowledge of Finnish and English language. Command of Swedish is desirable;
- (4) Good command of Microsoft Office;
- (5) (If non-Finnish nationality) residential status with working permission.

## 6. 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 Tuesday, 21 April, 2026**.

### (1) Documents for Submission

- a) CV written in English;
- b) (If any,) Copy of proof of language proficiency such as the TOEFL and IELTS;
- c) (If non-Finnish nationality,) Copy of residential status with working permission and proof of Finnish proficiency such as YKI test if any. The application documents will not be returned.

### (2) Address

#### a) By Post

Political and Economic Section  
Embassy of Japan in Finland  
Unioninkatu 20-22, 00130 Helsinki

\* Please write "**Local Staff Recruitment (political and economic section)**" with red-colored pen on the envelope

#### b) By Email

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

\*Please write "Local Staff Recruitment (political and economic section)" on the title of the email

## 7. Screening

### (1) Screening of application documents

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

### (2) First Interview

A short essay exam on subject relevant to the job and an interview will be conducted only for those who passed the documents screening. The date for the interview will be informed when the Embassy staff contacts the successful applicants.

### (3) Possible Second interview

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

## 8. Inquiries

For questions, please contact to the Embassy by email (more preferable) or telephone.

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

[096860200 \(reception\)](tel:096860200)

Please refrain from direct visits to the Embassy office for inquiries.