

Local Staff Recruitment (Cultural Affairs and Public Relations Section)

2026/7/30

The Embassy of Japan in Finland is recruiting a fixed-term local staff employee (parental leave substitute) 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 the following programs and tasks:

- (1) People-to-people exchange programs, culture events, Japanese language-related programs, and media-related areas;
- (2) Monitoring Finnish news media, researching and drafting documents, translation (Finnish/English);
- (3) Embassy's homepage and Facebook page management, and other related publicity duties;
- (4) Other duties required by the Embassy.

2. Number of Recruitment

One staff

3. Duration

From 22 September 2026 to 28 June 2027 (parental leave substitution, end date preliminary)

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.)

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)

5. Required Qualifications

- (1) University degree or above, or the equivalent education degree;
- (2) Expert command of Finnish and English. Knowledge of Japanese language is desirable;

- (3) Good IT skills, such as excellent command of Microsoft Office;
- (4) Knowledge of and interest in Japanese culture;
- (5) (If non-Finnish nationality) residential status with working permission.

6. Application

To apply, please send the following documents to the below address by email. All documents must be received by the Embassy *by 16:00 on Tuesday 18 August 2026*.

(1) Documents for submission:

- a) Application letter in English (1 page maximum) ;
- b) CV written in English, with a photo of applicant;
- c) (If any,) Copy of proof of language proficiency such as the Japanese-Language Proficiency Test (JLPT), TOEFL and TOEIC;
- d) (If non-Finnish nationality,) Copy of residential status with working permission.

(2) Address:

culture(at)hk.mofa.go.jp

*Please write “Local Staff Recruitment” as the title of the email.

7. Selection process

(1) Screening of application documents

The result of the initial screening will be announced only to the successful applicants by 17:00 on Friday, 21 August.

(2) Interview

Interviews will be conducted only for selected applicants, based on the screening of application documents. The interview date will be informed when the Embassy staff contacts the successful applicants.

8. Inquiries

For questions, please contact to the Embassy by email: ***culture(at)hk.mofa.go.jp***

Please refrain from making enquiries by telephone or by visiting the Embassy office.