



## **JOB VACANCY**

The Embassy of Jamaica in Tokyo invites applications from suitable candidates for the position of:

# **BILINGUAL SECRETARY**

### **KEY RESPONSIBILITIES**

- Translate documents such as letters, reports, speeches, newspaper articles, content for social media, etc. from Japanese to English and vice versa.
- Provide interpretation for official meetings and other important engagements.
- Draft routine correspondence such as emails, letters, memos and Diplomatic Notes.
- Organize and manage the schedule of activities for the Ambassador and Officers.
- Receive and re-route correspondence referred to the Office of the Ambassador.
- Arrange meetings and other appointments as requested.
- Arrange official travel of the Ambassador and Officers, including assistance with completing associated paperwork and planning itineraries as required.
- Assist with the planning and execution of social events.
- Maintain excellent file records (both printed and electronic) and databases.
- Attend meetings internally and externally and produce reports, where required.

### **REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES**

- Native-level Japanese.
- Business-level spoken and written English.
- Strong research skills and ability to compile information coherently.
- Excellent computer skills and knowledge of Microsoft Office Applications.
- Familiarity with administrative and/or secretarial skills would be an asset.
- Previous experience in an international working environment is an added advantage.
- Excellent social communication skills.
- Excellent organizing skills with ability to be flexible and multi-task.
- Working knowledge of social media platforms would be an advantage.

### **MINIMUM REQUIRED QUALIFICATION**

- Bachelor's Degree preferred, or equivalent combination of education, training and experience.



*Embassy of Jamaica in Tokyo*

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## **ABOUT THE APPLICATION PROCESS**

### **A. Required Application Documents**

Interested applicants are requested to submit the following documents:

- Application Letter in English.
- Curriculum Vitae in English.
- Copy of Residence Card and work permit if applicant is not a Japanese citizen.

### **B. Mode of Application**

Applications should be sent by email to:

Head of Mission  
Embassy of Jamaica in Tokyo  
2-13-1 Moto-Azabu, Minato-ku  
Tokyo-to 106-0046 Japan

**Email:** [info@jamaicaembassy.jp](mailto:info@jamaicaembassy.jp)

### **C. Selection Process**

The underlisted selection process will be followed:

- All applications will be acknowledged via email.
- All applications will be screened for appropriate documentation.
- Applicants will be shortlisted and invited for interviews.

### **Please note that:**

- Applicants must be resident in Japan at the time of application.
- Applicants other than those with Japanese nationality must have a status of residence allowing them to work legally in Japan.
- Applications received after the deadline may not be considered.

## **OTHER INFORMATION**

- **Job Type:** Full-time
- **Salary:** Annual salary of 5.2 million yen
- **Salary Bonuses:** Bonuses paid on top of indicated salary. Twice annually: June and December.

**DEADLINE FOR SUBMISSION OF APPLICATIONS: MONDAY, JANUARY 31, 2022.**