

Job Vacancy
Secretary

18 January, 2019

- 1 Location Embassy of Japan in Ljubljana
Trg republike 3/XI, 1000 Ljubljana
- 2 Employment period 1-year fixed term (6-month trial)
- 3 Starting date From March, 2019
- 4 Working hours Monday to Friday, 9:00-17:00 (including 30-minute break)
Occasional overtime work or work on holidays may be required.
- 5 Main duties As secretary, general affairs work, administrative work, cultural and information affairs work, data entry and filling documents (in Japanese), researches, coordinating with external organizations including Slovenian Government, translation/interpretation (basically Japanese – English. Additional skills for Japanese – Slovenian translation/interpretation will be an asset.), work related to embassy's events etc.
- 6 Requirements An excellent command of spoken and written English.
A high level of Japanese ability (speaking, writing, comprehension).
A basic level of Slovenian ability.
Good IT skills (MS Word, MS Excel etc.).
Excellent communication skills for establishing trust and good cooperation within the Embassy and outwardly.
Hospitality on attending to the visitors.
- 7 Note All applicants must have the right to work in Slovenia in accordance with Slovenian legislation. Please state in your application whether this right was obtained through citizenship, permanent residency, or work permit.
- 8 How to apply Interested candidates should submit a detailed CV and motivation letter

(in English) explaining how you are able to meet the requirements for the position by **17 February 2019**. A daytime telephone number is also required. Please note that feedback regarding screening process will not be provided.

Please send your applications to the following email address: pa@s2.mofa.go.jp. Kindly refer to the following subject: *Job Vacancy: Assistant*