

**Job Vacancy**  
**Public Relations and Cultural Affairs Specialist**

**10 October, 2018**

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| 1 | Location          | Embassy of Japan in Ljubljana<br>Trg republike 3/XI, 1000 Ljubljana  |
| 2 | Employment period | 1-year fixed term (6-month trial)  |
| 3 | Starting date     | From 5 November, 2018 (to be negotiated)   |
| 4 | Working hours     | Monday to Friday, 9:00-17:00 (including 30-minute break)<br>Occasional overtime work may be required.  |
| 5 | Main duties       | Working at the Public Relations and Cultural Affairs Section, main duties include organizing Embassy's cultural events, coordinating with project partners, preparing daily news on Japan and researching on various topics, writing speeches, editing monthly magazine, maintaining the section's mailing list and list of journalists, coordinating scholarship programs.  |
| 6 | Requirements      | An excellent command of spoken and written Slovenian and English.<br>Good IT skills (MS Word, MS Excel, MS Outlook, any Photo editing).<br>Experience in project management and public relations.<br>Excellent communication skills for establishing trust and good cooperation within the Embassy and outwardly.<br>Some experience working in a Japanese organization, spoken and written Japanese and designing of PR materials will be an asset. |
| 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, along with your current salary by **20 October 2018**. A daytime telephone number and email address is also required. Please note that submitted applications will not be returned and that feedback regarding screening process will not be provided. All applications will be handled discreetly.

Please send your applications to: **Embassy of Japan, Administration Section, Trg republike 3/XI, 1000 Ljubljana**, or send to the following email address: [pa@s2.mofa.go.jp](mailto:pa@s2.mofa.go.jp). Kindly refer to the following subject: *Application for Vacancy*. You may also deliver your application personally during business hours (9:00-17:00).