

Embassy of Japan is recruiting Staff
Position: Temporary Assistant in Political Division, Full Time

1 Requirements

Nationality: Bulgarian

Academic degree: Bachelor of Politics or related field

Language Skills: Fluent in English (High score in English proficiency tests (TOEFL, IELTS, etc. or degree in English), Japanese language fluency is an advantage)

Computer Literacy: MS-Office (Word, Excel, Power Point)

Expertise: Enough knowledge and interest in Bulgarian politics

Character: Well flexible to respect and accept Japanese corporate culture

2 Working Hours

08:30 to 12:30 and 13:30 to 17:15 (Monday – Friday)

(Should be ready to work overtime when required, including weekends.)

3 Job Description

Daily press review

Research and analysis of Bulgarian politics

Assisting Japanese staff in the Political Division

Assisting other activities of the Embassy

4 Duration of Contract

Within one year (Starting from the middle of December 2015 or January 2016)

5 Application

C.V. (europass form) in English with your photo

Write your score of English proficiency tests and expected gross (before-tax) annual salary in C.V.

6 Application Deadline

November 16, 2015 (We accept your application only by e-mail)

*Our e-mail server will not accept e-mail with attachments over 10 MB in size.

7 Job Interview

We will contact the applicants who pass the screening of application materials before November 20, 2015. Job interview is expected in the end of November.

(Contact) Political Division, Embassy of Japan
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