



Job Opportunity at the Embassy of Japan: Paper Selection Committee Member

The Embassy of Japan is hiring for the position of JET Programme Paper Selection Committee Member. This is a full-time two-month contract at the **Embassy of Japan in Ottawa**. The successful candidate will play an important role in the processing and evaluation of applications from across Canada for the JET Programme, a long-running international programme run by the government of Japan.

The role:

- Working with a team to review and evaluate high-volume candidate applications from across Canada for the 2017-2018 JET Programme
- Reading and evaluating essays and reference letters, filing documents
- Using a computer to enter and retrieve candidate information

Location:

The Embassy of Japan in Ottawa (255 Sussex Drive)

Length of Contract:

November 8, 2017 to approx. January 12, 2018 (excluding winter break: December 23, 2017 to January 3, 2018)

Hours:

9am-5pm, Monday to Friday

Pay:

Remuneration will be disclosed to successful candidates

Qualifications:

- Canadian citizen or permanent resident
- Strong command of English
- Attention to detail
- Able to read and evaluate high-volume letters and essays
- Experience in administrative duties
- Able to work as part of a team
- Understanding of the working culture in Japan
- Knowledge of the JET Programme is a strong asset

How to Apply:

Email your resume with a brief cover letter in English by **October 15th, 2017** to Malcolm MacLure: malcolm.maclure@ot.mofa.go.jp.

We thank all candidates for their interest. However, only those candidates whose skills and experiences best match the requirements of the position will be contacted.