



Job Opportunity at the Embassy of Japan: JET Programme Assistant

The Embassy of Japan is hiring for the position of JET Programme Assistant. This is a full-time, four and a half 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 the National JET Coordinator to oversee the processing and evaluation of high-volume JET applications by the Paper Selection Committee
- Responding to inquiries from JET applicants and the public
- Using a computer to enter and retrieve candidate information
- Keeping track of document flow
- Assisting with other tasks relating to the JET Programme as needed

Location:

The Embassy of Japan in Ottawa (255 Sussex Drive)

Temporary work from home arrangements due to COVID-19 conditions

(Please note, this is not a fully remote work position. A regular office work schedule may be implemented if the conditions allow for it.)

Length of Contract:

Mid-November, 2020 to late-March, 2021

Hours:

9am-5pm, Monday to Friday (one hour lunch break)

Pay:

Remuneration will be disclosed to successful candidates

Qualifications:

- Canadian citizen or permanent resident
- Strong command of English (French is an asset)
- 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 30th, 2020** to: infocul@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.