



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

The Embassy of Japan is hiring for the (four) position(s) of JET Programme Paper Selection Committee Member. This is a full-time **two-month remote-working contract** with the **Embassy of Japan in Ottawa**. The successful candidate(s) 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 2025-2026 JET Programme
- Reading and evaluating essays and reference letters, filing documents
- Using a computer to enter and retrieve candidate information

Location:

Remote Work.

(Reporting to Embassy of Japan in Eastern Time Zone)

Length of Contract:

November 13th, 2025 to January 9th, 2026.

(Excludes the Embassy's [Holiday closures](#))

Hours:

9am-5pm within candidate's respective time zone, Monday to Friday.

One hour lunch break.

Pay:

Remuneration will be disclosed during the interview.

Qualifications:

- Canadian citizen or permanent resident
- Strong command of English (French and/or Japanese 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 23rd, 2025** to: jet.canada@ot.mofa.go.jp

Interviews will occur from October 27th onward for selected candidates.

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.