



## 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-month contract at the **Embassy of Japan in Canada**. 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 program run by the government of Japan's Ministry of Foreign Affairs.

### 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
- Managing JET Programme Canada social media channels
- Content creation for JET Programme Canada social media channels
- Attending promotion events at universities for the JET Programme
- Data entry for sensitive candidate information
- Supervising paper selection committee members for 10 weeks.
- Assisting with other tasks relating to the JET Programme as needed

### Location:

The Embassy of Japan in Canada (255 Sussex Drive, Ottawa)

### Length of Contract:

October 20<sup>th</sup>, 2025 to February 19<sup>th</sup>, 2026

### Hours:

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

### Pay:

Remuneration will be disclosed to interview 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 emails 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 **September 16<sup>th</sup>, 2025** to: [jet.canada@ot.mofa.go.jp](mailto:jet.canada@ot.mofa.go.jp).

Interviews will be held on September 25<sup>th</sup> and 26<sup>th</sup> 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.