

Post Opening for Political and/or Economic Section Clerk

The Embassy of Japan seeks organized and diligent candidates for the position of Political and/or Economic Section Clerk. Please submit your resume with a cover letter to the following address by April 30, 2025, via e-mail:

general@ot.mofa.go.jp

(Subject: Political and/or Economic Section Clerk in the Embassy of Japan application YOUR NAME)

1. Job Summary

(a) Administrative Duties

- ✓ Performing secretarial duties for the Chief(s) of the Political and/or Economic Section, including managing their calendar, arranging appointments, and appointment-related logistics and preparation.
- ✓ Making phone calls, proofreading, and editing documents for supervisors in Political and/or Economic Section.
- ✓ Assisting in managing itineraries, setting up appointments, and working with General Affairs coordinator for vehicle logistics for Political and/or Economic Section and delegations from Japan.

(b) Research Duties

- ✓ Regular written reports on the function of the Federal Government and Parliament, including monitoring of government announcements, comments by officials, news coverage, legislation, and other sources of information as necessary.
- ✓ Conducting research about Members of Parliament and Government officials, such as their interest in foreign policy, sponsored legislations, prior committee membership, current interests, etc., Japan-Canada economic affairs and economic policies of the Government of Canada as well as compiling the information into bios or background memos.
- ✓ Conducting research on procedural or policy issues related to Parliament and explaining orally or in writing to Political Section Officers as well as other staff within the Embassy.
- ✓ Attending events, meetings, seminars, etc., notetaking and writing memos as well

as building networks with relevant participants.

- ✓ Accessing and researching general public information on politics and economics
- ✓ Assisting in the work of supervisors in Political and/or Economic Section as needed and appropriate.

(c) Other Duties

- ✓ Dedicatedly supporting staff within the Embassy for events/receptions on occasion
- ✓ Other responsibilities as needed and appropriate.

(d) Common Job Functions

- ✓ Contributes to the Team Effort by being flexible in work assignment through ample communication with supervisors; by covering for other staff as needed: and by accomplishing related tasks when requested.
- ✓ Maintains Professional and Technical Knowledge by attaining job-related certification as necessary; by keeping up on developments related to the job: and by applying knowledge to the job.
- ✓ Acts on Constructive Feedback by being open to feedback from peers and supervisors; and by using feedback to improve performance.
- ✓ Upholds Work Standards by maintaining professional conduct and appearance; by realizing limitations and seeking assistances when needed; and by using established communication channels.

2. Expected Period of Employment

A two-year contract, commencing June 1, 2025 (TBD). Probationary period of three months.

3. Requirements/Qualifications

- Canadian citizenship or permanent resident status in Canada
- Dual citizenship between Japan and another country is not permitted
- A post-secondary degree or diploma
- Excellent organizational skills and ability to prioritize
- Excellent professional communication skills, both written and verbal
- Strong command of professional reading/writing/editing/speaking

- French and Japanese language skills would be an asset
- Proficient in Microsoft (MS) Word, Outlook, Teams, Excel and PowerPoint
- Have a pleasant and service-oriented personality and professional demeanor
- Able to engage in teamwork
- Flexibility and ability to adapt to a fast-paced, multicultural environment

4. Work Conditions and Benefits

- Location of the work will be in-person at the Embassy of Japan in Ottawa
- Working hours: 09:00 - 17:00, Monday - Friday (except Embassy holidays)
*Overtime may be requested on occasional basis, including where the Embassy and/or the Ambassador hosts extraordinary events and dignitary visits happen
- Leave: annual leave with pay in accordance with the Embassy rules
- Salary: to be determined at the time of employment according to skills and experiences

We thank all applicants for their interest; however, only those candidates whose skills and experience best match the requirements of the position according to the judgement of the Embassy will be contacted for the further screening process. This further process will include an in-person interview at the Embassy.