



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 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 by the Government of Japan.

General Summary:

This position is responsible for coordinating JET Programme Canada in accordance with instructions by supervisors of the Information and Culture Section.

Primary Job Functions:

- Responding to public and applicant inquiries.
- Assisting in the planning and execution of JET-related events.
- Assisting in the management of the JET Canada website, online application system, and social media.
- Assisting in hiring and coordinating a team for processing high-volume applications.
- Organizing the selection of JET candidates.
- Reviewing candidate information.
- Aiding in the budgeting and purchasing of supplies and services.
- Assisting with other tasks relating to the JET Programme as needed

Common Job Functions:

- Contributing 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.
- Maintaining professional and technical knowledge by keeping up on developments related to the job; and by applying knowledge to the job.
- Acting on constructive feedback by being open to feedback from peers and supervisors; and by using feedback to improve performance.
- Upholding work standards by maintaining professional conduct and appearance; by realizing limitations and seeking assistances when needed; and by using established communication channels.

Location:

In person at the Embassy of Japan in Canada (255 Sussex Drive)

Length of Contract:

October 13th, 2026, to February 12th, 2027 (tentative end date; subject to change)

Hours:

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

Pay:

CAD \$ 25.00 per hour

Qualifications:

- Canadian citizen or permanent resident
- Language Skills
 - Ability to effectively respond to questions from supervisors, other staff, and the general public in English.
 - Ability to communicate verbally and in writing to individuals and groups in English.
 - French and/or Japanese ability is an asset.
- Mathematical Skills
 - Ability to apply basic mathematical concepts and to draw and interpret graphical representations of data.
- Reasoning Skills
 - Ability to apply knowledge and sense of understanding to carry out detailed written or oral instructions.
 - Ability to analyze and process various documents.
- Computer Skills
 - Ability to use a computer and applications such as Microsoft Windows, Word, Excel, Outlook, PowerPoint, Teams, and/or SNS applications, as necessary.
- Other Skills
 - Must be professional, organized, attentive, flexible, and able to successfully manage multiple work tasks simultaneously.

How to Apply:

Email your resume with a brief cover letter in English by **September 16th, 2026**, to: jet.canada@ot.mofa.go.jp. Interviews will be held on **September 24th and 25th** for selected candidates.

We thank all candidates for their interest. However, please note that only those candidates selected for an interview will be contacted.