

Vacancy for a position at the Embassy of Japan in Vienna

The Embassy of Japan in Austria is currently recruiting for the following position.

1 Duties

- (1) Secretarial duties in the office of the Deputy Counsellor-Minister and Ambassador
- (2) Research and analytical work on the political and economic situation in Austria and neighbouring countries, note-taking during international meetings, etc.
- (3) Translation (English, German, Japanese)
- (4) Public relations, including the creation/distribution of social media content (Instagram), as well as communication with external organizations, such as think tanks, and cooperation with scientific institutes
- (5) General administrative and related work support
- (6) Other duties as instructed by the Embassy

2 Qualification Requirement

- (1) Valid residence and work permit in Austria
- (2) University degree, higher qualification or expected degree before starting employment
- (3) Excellent German, English and Japanese skills
- (4) Experience in public relations-related tasks (including social-media skills)
- (5) Previous administrative experience and basic knowledge of Microsoft Office (Word, Excel, PowerPoint, etc.)

3 Application documents

- (1) Motivation letter, reference list and CV (all in English)
- (2) 1 photograph for passports
- (3) Documentation proving final education (copy)
- (4) Non-EEA nationals: Documents proving eligibility to work (copy)
- (5) References (if any) from previous employers, etc. (copy)
- (6) Qualifications (e.g. language-related qualification results) (copy)

Please note that the submitted documents will not be returned. Only applicants who are invited to a personal interview will be contacted. Enquiries by phone are not possible.

4 Skills

- (1) Effective time management and ability to meet deadlines
- (2) Strong verbal and written communication skills
- (3) Strong teamwork skills and ability to multitask
- (4) Good problem-solving skills
- (5) Highly creative and skilled in social networking dissemination
- (6) Interpersonal skills
- (7) Flexibility to work in a multicultural environment

5 Terms of Employment

- (1) Working hours: Monday to Friday from 08.30 to 17.00
(Overtime may be required if there are events)
- (2) The minimum salary (gross, incl. social security contributions) is 2,500 euros
(depending on qualifications and experience)
- (3) Starting date may be negotiable

6 Application deadline and contact details

Please send your application with the required documents listed under point 3 by e-mail or post to one of the addresses below: (Applications must be received by 30 May 2025)

- (1) By e-mail: info@wi.mofa.go.jp

For larger data volumes more than 10 MB, please split your documents into several e-mails.

- (2) By post: Embassy of Japan, Heßgasse 6, 1010 Wien

Please write on the front of the envelope in red letters: "Application documents for the recruitment of local staff "