

Vacancy announcement for a position at the Embassy of Japan in Vienna (Administration)

The Embassy of Japan in Austria (Administrative Section) is seeking to recruit one local staff member as outlined below:

1. Job Description

- (1) Supportive duties related to facilities and maintenance management
 - a. Assisting with facilities and maintenance management of the Ambassador's Residence and the Embassy office
 - b. Preparing maintenance plans for the Ambassador's Residence and the Embassy office
 - c. Carrying out simple repairs and maintenance work at the Ambassador's Residence and the Embassy office
- (2) Coordination and negotiation with contractors and service providers
- (3) Preparation and follow-up work for events at the Ambassador's residence
- (4) Assistance with general administrative work
- (5) Other duties as instructed by the Embassy

2. Qualifications

- (1) Valid residence and work permit in Austria
- (2) Proficiency in German and English; knowledge of Japanese is an advantage
- (3) Administrative work experience and basic proficiency in basic Microsoft Office applications (Word, Excel, etc.)
- (4) Experience in facilities and maintenance management

3. Application Documents

- (1) Curriculum vitae (including statement of motivation)
- (2) One photograph
- (3) Proof of highest educational qualification (copy acceptable)
- (4) Non-EEA nationals: Documentations proving eligibility to work (copies acceptable)
- (5) Letter(s) of recommendation from previous employer(s) (if available; copy acceptable)
- (6) Proof of qualifications (e.g., language certificates) (if available; copy acceptable)

[Note 1] Please note that submitted application documents will not be returned.

[Note 2] Only applicants who pass the document screening will be contacted. (They will generally be notified within approximately two weeks after the application deadline.)

4. Terms of Employment

- (1) Working hours are Monday to Friday, 8:30 to 17:00 (lunch break 12:30 to 13:30). Overtime may be required if there are events
- (2) The minimum salary (gross, incl. social security contributions) is 2,500 euros (negotiable)
- (3) Overtime allowance will be paid as applicable when overtime work occurs
- (4) Employment start date: from 1 April 2026 onward

5. Application Procedure

Please submit the application documents listed in Section 3 so that they arrive no later than Thursday, 19 March 2026, either by post to the address below or by e-mail (hiroshi.tsuchiya@mofa.go.jp and eko.kishimoto@mofa.go.jp).

Mailing address:

JAPANESE EMBASSY

Hessgasse 6, 1010 Vienna

*(*When mailing, please write "Administration - Local Staff Application Documents Enclosed" in red on the envelope.)*