

Embassy HP (English)

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 2,800 euros (negotiable)

(3) Overtime allowance will be paid as applicable when overtime work occurs

(4) Employment start date: from 1 September 2026 onward

5. Application Procedure

Please submit the application documents listed in Section 3 so that they arrive no later than Wednesday, 5 August 2026, either by post to the address below or by e-mail (hiroshi.tsuchiya@mofa.go.jp and ryosuke.nagai@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.)*