

# EMBASSY OF JAPAN SENIOR CLERK

(1-YEAR SHORT TERM CONTRACT: RENEWABLE)

Applications are invited from suitably qualified candidates to fill the post of **SENIOR CLERK**.

## Job Description

- To monitor, analyze and report daily, monthly and annually on Political, Diplomatic, Economic Development and Official Development Assistance activities in Jamaica and The Bahamas;
- To assist in the preparation of speeches/remarks for the Embassy's Officials;
- To assist the Officers in the Political and Economic Affairs sections with ongoing routines and ad hoc activities.

## Qualifications and Experience

- A Master's or Bachelor's degree in Politics, International Relations, Economics, and/or a Master's or Bachelor's degree in a related field;
- Must have at least three (3) years working experience;
- Must be knowledgeable and have an excellent understanding of/about Jamaican/Bahamian social and cultural norms, legal systems, legislative, regulatory and policy developments, diplomatic relations, private sector environment, customs, immigration etc;
- Must have or be able to establish strong contacts in a wide range of sectors in Jamaica / The Bahamas;
- Must have strong computer skills, particularly in the use of Microsoft Word, Excel and PowerPoint, as well as website navigation and the use of search engines for internet research;
- Must be able to work on own initiative;
- Must have excellent written and oral communication skills;
- Must have flexibility to accommodate good working relations.

Application, detailed resume, and the names and addresses/contact details of two referees should be emailed by **February 24, 2023** to [saiyo@kg.mofa.go.jp](mailto:saiyo@kg.mofa.go.jp).

Thank you for your interest in this position.

Please note however only short listed. Candidates will be contacted.

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