

**Embassy of Japan in Jamaica
Request for Application**

The Embassy of Japan in Jamaica is seeking qualified candidates for the position of

Temporary Staff for Japan Exchange and Teaching (JET) Programme

Core Function:

This staff is expected to perform JET Programme related duties including the following:

- Publicizing the JET Programme
- Handling public inquiries
- Assisting with recruiting and selection of candidates
- Planning and assisting with school visits
- Liaising with the Jamaica Japan Exchange Teacher Alumni Association (JJETAA)
- Evaluating and improving programme activities
- Assisting with other JET related duties by the Embassy of Japan in Jamaica.

Qualification & Skills:

- A JET Programme alumnus/alumna.
- Bachelor's degree or equivalent.
- Computer skills (Microsoft Word, Excel and Power Point).
- Excellent written and oral communication skills.
- Comfortable with public speaking.
- Be able to work as a team.
- Japanese language ability is an asset, but not required.

Contract Period:

Until March 2024

Working Hours:

Part-time

15 - 17 hours per week

Monday-Friday

Occasionally, you may be required to work after 17:00 and on weekends.

Application Deadline:

4 p.m., Friday, September 15, 2023

Please send your resume with a cover letter to :

Email: info@kg.mofa.go.jp

Mail: Cultural Section, Embassy of Japan

NCB Towers, North Tower, 6th Floor, 2 Oxford Road, Kingston 5

We thank all candidates for their interest. However, only shortlisted candidates will be contacted for interview.