**Vacancy Announcement**

**Public Relations and Culture Section Assistant**

(1 YEAR CONTRACT: RENEWABLE)

**The Embassy of Japan in Jamaica is seeking a highly motivated, team-oriented individual for the position of Public Relations and Culture Section Assistant.**

* **RESPONSIBILITIES:**
* Building relations and outreach, liaising with relevant stakeholders, working with media, creating content for social media platforms, drafting press releases, speeches
* Assisting in coordinating and hosting various events, receptions, festivals, meetings
* Assisting with programmes offered by the Embassy such as JET Programme, MEXT Scholarship Programme and other Programmes
* Performance of all other related tasks as required
* **REQUIREMENTS:**
* Bachelor’s degree or above
* Native-level English proficiency and intermediate-level Japanese language proficiency with excellent oral and written communication skills
* Deep knowledge and appreciation of Japanese culture
* Experience of writing and editing speeches, presentations, articles, newsletters, SNS and other contents
* Computer skills including experience with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
* Ability to multi-task, prioritize, meet deadlines and build essential relationships with relevant parties
* Permanent residency in Jamaica

Applicants should submit a cover letter and resume to saiyo@kg.mofa.go.jp with the subject “Application for the Public Relations and Culture Section Assistant”by March 19, 2025

Please note that only qualified candidates for the interview will be contacted.

**Embassy of Japan in Jamaica**

NCB Towers, North Tower, 6th Floor,

2 Oxford Road, Kingston 5