

Recruitment of Local Staff of Consulate-General of Japan in Denver (Assistant of the Political and Economic Section)

The Consulate-General of Japan in Denver is seeking qualified candidates to join its Local Staff. Eligible persons are welcome to apply by sending a resume and one letter of reference, along with contact information, including telephone, email, and mailing address, to the email address below. **Applications must be received by Friday, May 20, 2022.**

Please note that the Consulate will neither confirm the receipt of applications nor return items to applicants. No inquiries by phone calls or emails are accepted.

1. Position

Assistant of the Political and Economic Section

2. Duties

Assistance with official functions of Political/Economic Section, including making reports and other paper works; collecting or reviewing featured information, and local correspondence, etc.

3. Basic Working Hours

Mon – Fri, 9 am through 5 pm (includes 1-hour lunchtime), Possible overtime work during busy hours.

4. Qualifications

- 1) Must be a US citizen or Green Card holder.
- 2) Expertise in politics and economics, and possessing high-level English skills to compose written correspondence, speeches, etc.)
- 3) Basic PC skills such as Word, Excel, etc.
- 4) Availability to start working in early June 2022

5. Selection Process

After the initial document screening, selected candidates will be contacted for an interview and written examination. Upon hiring, there will be an introductory trial employment period of 90 days.

6. Reply to

economics@de.mofa.go.jp