

Vacancy Announcement for an Assistant/Secretary in the Legal Section

7 August, 2018

Embassy of Japan in the Netherlands

The Embassy of Japan in the Netherlands announces a vacancy for an Assistant/Secretary in the Legal Section.

A. Job responsibilities:

1. Translation of media articles and documents from Dutch to English
2. Making appointments with the Dutch government, courts, and other relevant organizations
3. Preparation for events held by the Embassy
4. Attendance at meetings and seminars (making reports or summaries of discussion)
5. Research and analysis of Dutch/European legal affairs
6. Secretarial work
7. Other (work related to Legal Section)

B. Requirements:

1. Fluent in both Dutch and English
2. Sufficient computer skills (e.g. Outlook, Word and Excel)
3. Basic knowledge of Dutch/European legal affairs
4. A strong sense of responsibility and ability to work in our team.
5. Customer-friendly attitude.

Applications including the following should be sent to the Legal Section, Embassy of Japan, Tobias Asserlaan 5, 2517KC Den Haag, by Tuesday, 21st August.

- CV (English) with a recent photograph
- A letter of recommendation
- Copies of all relevant educational certificates (if written in Dutch, translation in English must be attached)

Applicants who are selected by a preliminary screening will be contacted for an interview. In the interview, we will explain the details of the employment conditions.