

Vacancy Announcement for an Assistant/Secretary in the Economic Section

19 July 2018

Embassy of Japan in the Netherlands

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

A. Job responsibilities:

1. Translation of media articles and documents from Dutch to English
2. Making appointments with the Dutch government and 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 economy
6. Other (work related to Economic 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 economic affairs

Applications including the following should be sent to the Economic Section, Embassy of Japan, Tobias Asserlaan 5, 2517KC Den Haag, by Tuesday, 31st July:

- A 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.