



**An Roinn Gnóthaí Eachtracha**  
**Department of Foreign Affairs**

## **Project Officer - Embassy of Ireland, Tokyo**

**Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.**

*The Embassy of Ireland, Tokyo, is inviting applications for a full-time position as a **Project Officer** in the Embassy on an initial one-year contract (renewable up to a maximum of two years).*

### **Roles and Responsibilities:**

*As a member of a small team, and working closely with the Project Coordinator attached to the construction of a new Embassy building in Tokyo, the Project Officer will be responsible for:*

- *Provision of practical translation and interpretation assistance for the Project Coordinator;*
- *Supporting the Project Coordinator with project arrangements, logistics, contact management, diary management, etc.;*
- *Preparation and support of meetings including minute taking and preparation of meeting documents;*
- *Planning and executing the logistics work plan for a large office move;*
- *Providing administrative, technical and financial support to the Embassy for issues relating to the planning and execution of the move;*
- *Tracking and the reporting on the project and logistics work plans;*
- *Assisting with the preparation of reports and other documents;*
- *Establish good relationships that ensure effective communication within the team and stakeholders;*
- *Liaising with external companies, consultants and other organisations;*
- *Contacts with local and national Japanese governmental organisations;*
- *Attending internal and external project planning meetings;*
- *Monitoring official government sources for relevant updates and developments.*

### **Essential Requirements candidates must be able to demonstrate:**

- *Fluency in English and Japanese, with excellent interpretation & translation skills (language test may be included as part of the shortlisting process);*
- *The ability to adapt to a range of competing challenges, working methodically;*
- *The candidate should provide examples of being solutions-oriented, and committed to delivering results, including by adapting approach if necessary;*
- *The candidate must demonstrate using work based examples of providing excellent interpersonal skills, being persuasive, working in a team but also dealing effectively with external stakeholders;*
- *Excellent project management, administrative, logistical and organisational skills;*
- *The candidate must demonstrate using examples, their working knowledge of Microsoft Office Suite (Outlook, Word, Excel);*
- ***The successful candidate must have a legal entitlement to live and work in Japan prior to recruitment.***

**Desirable Skills and Experience:**

- *Previous work experience in the support and delivery of a project; logistics;*
- *Previous experience working in an international context or environment.*

**Salary:**

*The annual starting salary for this position will be ¥7,845,709. Payment of salary will be by electronic transfer, so the successful candidate must have a bank account. Full details of salary arrangements can be discussed at interview stage.*

**Application Process:**

*Please submit:*

- *A CV, in English, of not more than two pages including contact details for two referees (referees will only be contacted if applicants have been successful at interview stage)*
- *A letter setting out your interest and how your qualities and skills match those set out above (max 1 page)*
- *Copies of any English language proficiency test scores if available*
- *Applications should be sent to [tokyoembassy@dfa.ie](mailto:tokyoembassy@dfa.ie) with the subject line: 2023 Project Officer Recruitment*
- ***The closing date for receipt of applications is end of 26 September 2023. No applications will be accepted after this date.***
- *Applicants qualifying for interview will be contacted by the Embassy to arrange a time and date for interview. It is anticipated that interviews will be held in early October 2023. Unsuccessful applicants will not be contacted. We regret that we cannot accept emails, faxes or telephone calls regarding this matter.*

**Selection Process:**

- *Depending on the number of applications received, a short-listing of candidates to be called for a competency-based interview may be undertaken. Interview assessments will be based on the essential requirements set out above;*
- *An assessment of written language skills to ensure a professional standard may be carried out as part of the recruitment process;*
- *A panel may be set up depending on the calibre of candidates.*

**General Data Protection Regulation:**

*All personal information received will be kept in line with GDPR guidelines.*

**Security Clearance for Local Staff:**

*Police vetting will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful, this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.*

***Please note that canvassing will disqualify applicants.***

***The Embassy of Ireland, Tokyo is committed to a policy of Equal Opportunity.***