

Research Assistant to Press and Public Diplomacy Section

Job Description:

Main Duties:

- Liaising with MEP offices and external actors to support the Mission's activities.
- Compilation of clear and informative reports of events in the EU institutions (e.g. committees, delegations and plenaries at the European Parliament), think tank events, conferences, etc., in Brussels.
- Following policy debate developments in Brussels, and researching and compiling reports on Japanese and EU issues of relevance to the Mission.

Other Tasks:

- Researching, drafting, editing and writing official correspondence for the Mission.
- English check of the Mission's external English language output.
- Overall support to the Head of the Press and Public Diplomacy Section e.g. conducting general administrative tasks, making reservations, writing/sending letters and emails, drafting lists of participants with Excel etc.
- Other general administrative duties and any other duties as may be assigned.

Requirements:

- Master's degree in relevant fields;
- A sound knowledge of the functioning of the European institutions and the decision-making process at EU level.
- Work experience and demonstrated ability of research, analysis, and documentation; professional experience in EU institutions, particularly the European Parliament, would be an asset;
- Excellent organisational and coordination skills;
- Excellent written and spoken English (Native or Excellent English language ability);
- Excellent knowledge of Microsoft Office (Word, Excel, Outlook etc.). Knowledge/experience of web site management and web page creation using Dreamweaver, HTML and Photoshop would be an asset;
- Work Permit for non-EU citizens

This is a full time position. Only shortlisted applicants will be contacted.

Please send your CV and cover letter in English and by Friday 5 June to:

darragh.cotter@eu.mofa.go.jp