Research Assistant, Mission of Japan to the European Union
The Mission of Japan to the EU is looking for a Research Assistant to join the Press and Public Diplomacy Section in the beginning of February.

Main Duties:
• Monitor and research key policy debates in the EU on issues relevant to the Mission;
• Compile clear, concise and informative reports on meetings and events in Brussels – e.g. Press conferences, meetings and events of the EU institutions, think tank events, conferences, etc.;
• Research and draft articles, speeches and other English language communications for the Mission;
• Proofread English language texts for the Mission;
• Monitor the shared mailbox and manage incoming emails.

Other Tasks:
• Liaise with journalists, researchers and other external actors to support the Mission’s activities;
• Provide overall support to the Head of the Press and Public Diplomacy Section e.g. conducting general administrative tasks, writing/sending letters and emails, drafting lists of event participants with Excel etc.;
• Assist with organisation of events within the Mission;
• Carry out other general administrative tasks as requested;

Requirements:
• Master’s degree or equivalent.
• A sound knowledge of the functioning of the European institutions and the decision-making process at EU level.
• Work experience with a demonstrated ability in communications, public affairs and/or research; professional experience in one of the EU institutions would be an asset.
• Excellent drafting and editing skills with a strong attention to detail.
• Native level of English language.
• Good knowledge of Microsoft Office (Word, Excel, Outlook, etc.).
• Ability to legally work in the EU.

Application Process:
Please email your CV and cover letter (one page) with subject line in the format “Research_Assistant_Last_Name” to: info@eu.mofa.go.jp

Only successful candidates will be contacted, and we do not answer any inquiries on recruitment.

Application deadline: 7 January 2019

Starting date: The beginning of February.