

## Notice of a vacancy for a temporary staff in the Embassy

The Embassy of Japan in Estonia is looking for a temporary staff to replace an employee who is to be on maternity leave.

1. Period: Approximately 3 years, starting from 16<sup>th</sup> August, 2021
2. Assigned position: Assistant to DHM, Cultural and General Affairs, etc.
3. Working hours: Monday to Friday, 9:00am – 5:00pm
4. Conditions: Excellent communication skills in English and Estonian  
Computer skills (Especially Microsoft Word and Microsoft Excel, etc)  
Bachelor's degree

Applicants are requested to submit a CV and a covering letter both in English by e-mail to the following address by 31<sup>st</sup> May. The CV must include the name, address, contact information (mobile phone number and e-mail address), educational background and work experience.

Due to the large number of applications we receive, only those shortlisted for the next step in the recruitment process will be contacted.

Email address: [saiyou@ti.mofa.go.jp](mailto:saiyou@ti.mofa.go.jp)