

## **Assistant to Deputy Head of Mission, Defense Attaché and Culture and Information Section (General and Cultural Affairs)**

The Embassy of Japan in Estonia seeks a full-time staff for the position of Assistant to Deputy Head of Mission and to Defense Attaché, with some duties from the Culture and Information section.

1. Start Date: April – May, 2026

2. Duties include: to manage schedules, update Embassy's website, collect information, research, translate and prepare documents in English.

Please note: The specific duties outlined above may be subject to adjustment or evolution after the successful candidate joins us, based on their qualifications and the evolving needs of the mission.

3. Working hours: Monday to Friday, 9:00 am – 5:00 pm with a possibility of overtime work

4. A competitive salary will be offered, commensurate with the successful candidate's experience and qualifications. Employees are entitled to annual leave, sick leave, and public holidays (in addition to Estonian public holidays, some Japanese holidays are also observed). The specific terms and conditions of remuneration and benefits will be discussed during the interview.

5. Requirements:

- Estonian citizenship or Residence permit for employment in Estonia.
- Healthy in mind and body
- Fluent in Estonian and English, preferably some knowledge of Japanese
- Computer skills (Microsoft Word, Microsoft Excel, etc.)
- University degree
- Excellent administrative, planning and organizational skills
- Excellent research and analytical skills

6. Application Deadline: February 28, 2026

7. How to Apply:

Interested applicants are requested to submit **their CV and a cover letter, both in English** to the Embassy **via email** ([saiyou@ti.mofa.go.jp](mailto:saiyou@ti.mofa.go.jp)).

Please ensure your CV includes the following essential details: your full name, date of birth, nationality, address, comprehensive contact details (including mobile phone number and email address), educational background, and work experience.

Please be assured that all personal information provided will be treated with confidentiality and will only be used internally by the Embassy for the purpose of this recruitment process. It will not be disclosed to any third parties.

Following an initial document screening, only shortlisted candidates will be contacted for an interview.

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