

## **Consulate-General of Japan in Brisbane**

### **Position Vacant (Information and Cultural Section)**

The Consulate-General of Japan in Brisbane is looking for a new local employee for its Information and Cultural section.

The employee is expected to assist the Consulate in the following roles, among others:

- Coordinating and participating in events introducing Japan to Queensland (such as cultural events),
- Coordinating cultural and academic exchange (such as the JET Programme),
- Coordinating and participating outreach activities of the Consulate in Queensland in general, through media (incl. SNS), academia, and,
- Drafting addresses and speeches of consuls, and so on.

Applicants must meet the following requirements:

- A degree from a recognised tertiary institution,
- Proficiency in Microsoft Office suite and basic web-based coding,
- Excellent oral and written Japanese language skills and knowledge of Japan,
- Native-level English skills,
- Highly developed communication and interpersonal skills, and,
- Strong attention to detail.

An application, including resume and contact details of two referees, to be forwarded by post no later than Friday, 14 February, 2020 to:

Consulate-General of Japan  
c/- Mr Naohiro Hayakawa  
Level 17, 12 Creek Street  
Brisbane, QLD 4000

Only successful applicants will be notified for an interview.

(END)