



The Embassy of Jamaica in Tokyo
invites applications from suitable candidates for the position of:

SECRETARY

KEY RESPONSIBILITIES

- Organize and manage the calendar of activities for the Ambassador and Officers.
- Receive and re-route correspondence referred to the office of the Ambassador.
- Arrange meetings and other appointments as requested.
- Arrange official travel of the Ambassador and Officers, including assistance with completing associated paperwork; plan itineraries as required.
- Assist with the planning and execution of social events at the Embassy and the Official Residence of the Ambassador.
- Maintain excellent file records (both printed and electronic) and databases.
- Draft routine correspondence such as emails, letters, memos and Diplomatic Notes.
- Attend meetings internally and externally and produce reports.
- Perform other related duties as assigned, including translation.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

- Business level written and spoken English and Japanese.
- Strong research skills and ability to compile information coherently.
- Excellent computer skills and knowledge of Microsoft Office Applications.
- Familiarity with administrative and/or secretarial skills would be an asset.
- Working knowledge of social media platforms would be an advantage.
- Excellent interpersonal skills, diplomacy and discretion.
- High degree of integrity and professionalism.
- Excellent planning, organizing and problem-solving skills.

MINIMUM REQUIRED QUALIFICATION

- Bachelor's degree in Management, International Relations, Business Administration or a related discipline.

Interested candidates should submit a cover letter and up-to-date résumé **no later than Friday, 30 April 2021** via email to info@jamaicaembassy.jp using the subject line "Job Vacancy - Secretary".