

CAREER OPPORTUNITY

Post: - Secretary to the Ambassador

Embassy of Jamaica, Tokyo, Japan

The Embassy of Jamaica, Tokyo, invites suitable qualified candidates to fill the vacant post of **Secretary to the Ambassador**.

The successful applicant should possess excellent communication skills, with the ability to read, write and speak fluent Japanese and English.

Salary Range ¥2,852,778.9 - ¥3,475,834.07 per annum

Deadline for application March 13, 2020

Key Responsibilities

- Receives and routes all correspondence referred to the office of the Ambassador and ensures that all matters are attended to, dispatched promptly to the relevant Officers;
- Classifies correspondence received from the office of the Ambassador;
- Establishes and maintains a filing system for control of confidential documents, Executive Management Information;
- Prepares drafts of Embassy correspondence (Diplomatic Notes, letters, charts etc.) from general instructions given by the Ambassador
- Monitors and operates fax machine to ensure that frequent checks are done to guarantee timely retrieval and prompt dispatch to the relevant officers in the Embassy;
- Participates in research on matters of interest to the Embassy, utilising sources that include print and other media to provide information to the Ambassador and staff, when required;
- Maintains and prioritises the Ambassador's diary on a daily basis and ensures that he/she is kept abreast of important dates and deadlines;
- Advises staff and/or other relevant officers of the scheduled date of meetings;
- Organise the transmission of Diplomatic Bags, by way of preparation of Saving Telegrams, Reservation with the relevant courier company/ies (OCS, DHL) for collection and transmission, as appropriate;
- Ensures that the Conference Room is always prepared in order to accommodate meetings, including providing refreshments, when necessary;

Embassy of Jamaica, 2-13-1, Moto-Azabu, Minato-ku, Tokyo 106-0046 Japan
Tel.: +81 (3) 3435-1861; Fax: +81(3)3435-1864; URL: <http://www.jamaicaembassy.jp>;
<https://www.facebook.com/jamaicaembassy/>

- Plans, co-ordinates and finalises travel arrangements for the Ambassador and ensures that all reports etc. are received and the information collated and documented as requested;
- Records valuables in the Value Book, upon receipt;
- Makes contact with Heads of Ministries, Chief Executive Officers or other senior officers to ensure that all relevant data is available to prepare reports, as required;
- Prepares summary of reports received for presentation at Staff meetings;
- Ensures that there is follow-up action on tasks being monitored by the Ambassador, which may be needed for presentation with external agencies;
- Attends meetings internally and externally and produces relevant reports as instructed by the Ambassador;
- Conducts preliminary interviews with persons desiring to see the Ambassador, by screening callers and referring complaints to the appropriate offices for attention where necessary;
- Performs other such duties and responsibilities as may be determined from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal and customer relations skills
- Sound integrity/ethics exercised in the performance of duties

Functional:

- Excellent knowledge of protocol for meetings
- Excellent shorthand and typing skills
- Proficiency in the use of relevant computer applications
- Sound planning and organizing skills
- Sound judgment and initiative

Minimum Required Qualification and Experience

First Degree in English, Management, International Relations, Business Administration, History, or any related discipline;

Proficiency in English and Japanese, at a high level, for both written and verbal communication purposes;

Proficiency in Computer applications, including Microsoft Office and other related programmes;

Experience in Secretarial functions / services;

Proficiency in other languages, whereas not a requirement, is an asset.