

# JOB VACANCY

## Position:

Assistant to the Political-Economic Affairs Section

## Location:

Embassy of Japan in Croatia, Zagreb

## Working day:

Monday to Friday. Overtime, weekend, and holiday work may be required as needed for business purposes.

## Employment Contract:

Long term with trial employment

## Job Description:

1. Conduct research and gather information for the Political-Economic Section in general, economic and business issues in particular.
2. Drafting reports, presentations, and correspondence.
3. Liaise with governmental agencies, business organizations, and other relevant stakeholders.
4. Organizing and attending meetings, events, and seminars.
5. Handle inquiries from Japanese and Croatian businesspersons, investors, and other interested parties.
6. Other business related with the Political-Economic Section.

## Qualifications:

1. Bachelor's degree.
2. Excellent verbal and written communication and interpersonal skills, with fluency in both English and Croatian (Japanese language skills are an advantage).
3. Strong organizational and multitasking abilities, with attention to detail and accuracy.
4. Proficiency in Microsoft Office suite and other relevant software applications.
5. More than two years relevant work experience in a similar role preferred.
6. Ability to work effectively and friendly in a multicultural environment and to adapt to changing priorities.
7. Legal employment qualifications, if necessary.

## Deadline for Application:

31 May 2024

## Selection Process:

Applicants should submit by e-mail the following documents to [economy@zr.mofa.go.jp](mailto:economy@zr.mofa.go.jp) . Please indicate "Assistant to the Political-Economic Affairs Section" in the subject line and the total size of attached documents shall not exceed 10MB. Only shortlisted candidates will be contacted for further consideration.

- a CV/resume with a recent photo
- a letter of motivation for the position
- copies of educational and qualification certificates (Final education only)
- a short essay on one of the topics below

1. General economic trends
2. Key policy documents and budget
3. Resilience policies and measures
4. OECD accession related issues
5. Absorption of EU funds/projects
6. Domestic and Foreign Investment
7. Energy related issues:
8. IT Industry

## **Expected Date of the Commencement Day of Work:**

16 July 2024