

(For Japanese version: link)

EMPLOYMENT OPPORTUNITY
Consulate General of Japan in Miami
Political and Economic Assistant Clerk

May 28, 2024

The Consulate General of Japan is seeking a highly motivated, team-oriented candidate for the position of Assistant Clerk for the Political and Economic Section at the Consulate General of Japan in Miami.

1. Qualifications

- (1) English at native level with good communication skills. Spanish Language proficiency is desirable.
- (2) U.S. citizen or U.S. Green card holder.
- (3) Bachelor's degree or equivalent experience.
- (4) Responsible, good communicator and good teamworking and multi-tasking skills.
- (5) Proficiency in computer skills including Microsoft office.
- (6) Basic knowledge of political and economic issues in the United States and the State of Florida as well as the U.S.-Japan relationship.
- (7) Basic knowledge of political and economic issues in Latin America and Caribbean countries as well as the relationship between the U.S. and Latin America and Caribbeans.

(Note) Experience or knowledge related to Japan or Florida-Japan relations or Japanese language skills are desirable but are not requirements.

2. Job Summary

- (1) Conduct research and analysis on political and economic situation in the United States, the State of Florida and the region of Latin America and Caribbeans, as well as issues related to the U.S.-Japan relations and the Florida-Japan relations.
- (2) Prepare for the daily news brief on local media report for the staff of the Consulate General.
- (3) Prepare for public speeches for the Consul General and other diplomats.

(4) Secretarial works for arranging appointments and organizing meetings, etc.

3. Location of Work

Consulate General of Japan in Miami
80 S.W. 8th Street, Suite 3200, FL

4. Employment Conditions

- (1) Working hours: 7.5 hours per day from 9:00am-5:30pm with an hour of lunch break,
Monday through Friday, except for Consulate's holidays. Occasional overtime work is required for special events held in the evening or holidays.
- (2) Leave: Paid leaves and sick leaves
- (3) Benefits: Healthcare and Dental care insurance, Workers' Compensation
- (4) Salary is commensurate with experience. Initial monthly salary will be approximately between \$4,700 and \$5,600. The employees will be in charge of filing their federal and other taxes as the Consulate will not deduct those from employee's salary.

5. Application

Interested candidates should submit the following documents to the following email address: info@mi.mofa.go.jp.

- (1) Resume or CV
- (2) Copy of one of the following:
U.S. passport or green card

Please note that only selected candidates will be contacted to conduct interviews.

Any documents submitted to the Consulate in the course of this application procedure will not be returned to the sender.

We will conduct a background check for the successful candidates before the employment.