

Summary of Services and Qualification  
Clerk in the Economic Section  
Embassy of Japan in Sweden

1 Place of work

Embassy of Japan in Sweden  
Gärdesgatan 10, 115 27 Stockholm, Sweden

2 Working days and hours

- (1) Monday to Friday: 9:00 - 17:00
- (2) Lunch break: 12:30 - 13:30

3 Contract period

From 1 August 2023 to 29 of March 2024 (This is a parental leave substitute position).

4 Main expected assignments

- (1) Research and analysis on economy, social security, health and welfare, and labour market.
- (2) Translation between Swedish and English on the topics above and Swedish politics.
- (3) Coordination and arrangement for meetings and site visits that the economic section organizes.
- (4) General assistance for the economic section.

5 Salary

The salary will be decided based on backgrounds and expertise of the candidate.

6 Qualifications

- (1) Strong language skills in Swedish and English. Japanese skills are preferable.
- (2) Knowledge on economy, social security, health and welfare, labour market, and Swedish politics are highly valued.
- (3) Basic knowledge on Microsoft Office (Word, Excel, and Powerpoint) and social media.
- (4) Good communication and team-work skills.

7 Application

Required application documents include:

- (1) A brief resume or CV.
- (2) A motivation statement (within A4 1 page) describing how the applicant is qualified for working at the Embassy.
- (3) A copy of passport including the identification page.

(4) (for non-Swedish applicants) A copy of working permit.

All application documents must be in English. Please submit each of the required documents as a separate PDF or Word file to [admin@st.mofa.go.jp](mailto:admin@st.mofa.go.jp), or in printed forms to the following address, no later than 16 June 2023.

Embassy of Japan in Sweden  
Economic Section  
Gärdesgatan 10, 115 27 Stockholm, Sweden

Only the applicants who pass the first screening of the submitted documents will be called for an interview in June at the Embassy of Japan in Sweden. The final interview results are expected to be communicated by the end of June.

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