

INVITATION FOR APPLICATION:

A SERVICE CONTRACT FOR PUBLIC RELATIONS (Deadline: **18 May 2026**)

The Embassy of Japan is seeking an individual who can provide quality public relations services at the Embassy premises in Stockholm on daily basis, regular working hours being 140 to 154 hours per month, but when both sides agree it can either increase or decrease. This service contract will be given only to a registered sole trader or one who can issue a tax invoice for her/his services rendered. Payment is based on the number of hours of services provided, at a rate of SEK 400 per hour (excluding VAT).

The service contract is expected to commence in May/June 2026 and end on 31 March 2027, with the scope of services including but not limited to:

(1) **Communication planning for promotion of Japan** (including communicating with Swedish media to set up coverage opportunities including interviews and arranging third-party dissemination, as well as drafting and producing contents of websites and social media).

(2) **Drafting and advising expressions of speeches** (Swedish and English) to make the Embassy's public relations communication more effective.

The applicant must be a Swedish citizen or a Swedish permanent residency holder, with an excellent command of both the Swedish and English languages. The command of the Japanese language would also be considered depending on the applicant's proficiency level.

Interested individuals are invited to apply. All application documents must be in English. Please submit each of the below-listed documents as a separate PDF or MS Word file to info@st.mofa.go.jp with "PR Services" in the email title (subject line), or in printed form to the following address, no later than 17:00 on 18 May 2026 (Monday):

Japanska ambassaden
Cultural Section
Gärdesgatan 10
115 27 Stockholm

Mark the envelope "PR Services".

Required documents

- (1) A brief resume or CV.
- (2) A letter (within one A4 page) describing the applicant's expertise and experiences in the related services and how she/he is qualified for the service.
- (3) A copy of passport identification page.
- (4) A copy of the working permit (only for non-Swedish applicants).

The applicants who pass the first screening process will be invited to a presentation and interview before deciding the successful contractor.

Enquiries

info@st.mofa.go.jp

or telephone 08-579 353 00 (9:30–12:30; Cultural Section)