



سفارت جمهوری اسلامی افغانستان
توکیو - جاپان

EMBASSY of THE ISLAMIC REPUBLIC
of AFGHANISTAN
Tokyo - Japan

د افغانستان اسلامي جمهوریت سفارت
توکیو - جاپان

January 11, 2018

As of the date listed above, the Embassy of the Islamic Republic of Afghanistan in Tokyo-Japan has an open position among its local staff for the following member of its local staff team:

Open Position: *Secretary to H.E. the Ambassador*

Preferences given to those possessing the following qualifications:

- Previous working experience in similar embassy or secretarial positions.
- Fluency and acumen communicating in both professional English and Japanese.
- Excellent organization ability and time management skills.
- Ability to manage a dynamic, high-level schedule for several diplomats and officials.
- Working knowledge of standard computer software (all Microsoft Office programs, Scheduling software, Photoshop, etc), some basic HTML ability, and internet literacy.
- A problem solver who is able to multitask, can work as part of a team as easily as independently, and can seamlessly work under sporadic emergent deadlines with limited-time constraints.
- Some background knowledge or interest in International Relations, Political Affairs, current events, and/or diplomatic protocol.
- A self-motivated individual with a positive outlook who can manage pressure, responsibilities, and help contribute to the progress of the Embassy's image and mission in the host country.

Individuals who believe they meet the above mentioned criteria are encouraged to send an email with cover letter, CV, and any other pertinent documents to info@afghanembassyjp.org in order to begin the application process. All serious, qualified applicants who meet expectations will be contacted to schedule an interview. The posting for the position will remain on the Embassy website until the position has been filled.



Embassy of the Islamic Republic of Afghanistan
Tokyo

Job Description for Secretary to H.E the Ambassador

The Secretary shall conduct secretariat duties, providing support to H.E the Ambassador for his daily activities. This support will include but not be limited to:

General Secretarial Duties

1. Relaying the Ambassador's messages accurately to the appropriate Embassy staff;
2. Managing the internal communication flow by distributing other documents and correspondence as directed by the Ambassador;
3. Coordinating good time management for the Ambassador;
4. Responding to the invitations, and updating regularly the Ambassador's daily schedules for meetings, ceremonies and other official gatherings;
5. Receiving / distributing Embassy mails and addressing items with the Ambassador on time;
6. Filing and organizing business cards and documents related to the Ambassador;
7. Following up on all assignments and updating the Ambassador regularly;
8. Receiving phone calls and taking messages with professional manner;
9. Registering documents assigned to third parties;
10. Writing / responding to official letters or diplomatic notes with standard language and format;
11. Translating documents when necessary;
12. Preparing documents for meetings;

Ambassador's Appointments

13. Organizing and supervising arrangements made for meetings and conferences and prepare travel documents and briefings in coordination with the Ambassador, the Ambassador, and other embassy staff;
14. Reminding the driver about assigned destinations and arranging accurate timing;
15. Preparing and serving tea to the Ambassador and his guests during meetings; removing the tea cups after guests leave;

Other Duties

16. Accomplishing extra assignments tasked by the Ambassador in a timely manner;
17. Keeping in close contact and fostering good relationships with Diplomatic Service Bureau;
18. Assisting with Embassy events when requested;
19. Working with Public Relations Office and other related offices distribution of PR materials in regards to providing names and contact information for recipients;
20. Ensuring that visitors do not enter inside the Embassy, neither to the unrelated offices without permission;
21. Making arrangements for the Ambassador's children's schooling if necessary;

Notes:

1. Work begins at 09:00hrs and ends at 17:30 hrs unless otherwise arranged.
2. Lunch is to begin at 12:00 hrs and end at 13:00hrs unless other arrangements are agreed to; when taking lunch, you are requested to ensure that other Japanese speakers are available to answer phone calls.
3. This list of duties is subject to change.