



JOB OPENING

The Embassy of Switzerland in Japan is looking for a **Communications and Project Specialist**

The Embassy of Switzerland in Japan is seeking to hire a **Communications and Project Specialist** starting on February 1, 2025, or upon agreement.

Core missions of the Embassy include promoting knowledge about Switzerland in Japan and showcasing the country's achievements in various fields, including innovation, sustainability, economy and culture. In 2025, the Swiss Pavilion at Expo 2025 Osaka, Kansai offers a unique opportunity for shaping perceptions of Switzerland in Japan.

The Communications and Project Specialist, based in Tokyo, contributes to our overall public diplomacy strategy by translating texts across English and Japanese, producing and editing relevant content, organizing events and coordinating specific projects in relation to Expo 2025.

Our ideal candidate has excellent communication capabilities including translation and interpretation across Japanese and English, strong editorial skills, and capacities in project management. A good command of social media platforms and experience working with video and graphic tools would be a plus.

Duties and Responsibilities:

- **Translation** Serve as the translation and interpretation specialist of the Embassy for speeches, press releases, communiques, web articles and social media content
- **Content production and Edition** Contribute to the creation of written and multimedia content for the websites, newsletters, reporting material and social media channels of the Embassy
- **Project Management** In the context of Expo 2025, official visits and other public activities, act as a point of coordination between different teams, compile and manage information, and drive the realization of events and programs.

Requirements:

- Bachelor degree.
- Employment experience in a related field (translation, edition, communications/marketing, project management, journalism, public affairs).
- Fluency and editorial skills in Japanese and English.
- Basic knowledge of one official Swiss language (German, French, Italian) a plus.
- Passion for communications, social media and public affairs.
- A keen interest for Expo 2025 Osaka, Kansai.
- Multi-tasking capabilities, a proactive and dynamic attitude, and the capacity to work under fast-paced conditions.
- Work permit in Japan.

We offer:

- International work environment in a foreign representation.
- Competitive salary and benefits package.
- 100% matching social security plan.
- 4 weeks of vacation.
- A mix of Japanese and Swiss Holidays.

To Apply:

Please send your resume and a letter of motivation, eventually a portfolio, no later than January 6, 2025, to tokyo.culture@eda.admin.ch. Please write into the subject line "Communications and Project Specialist" to ensure timely processing of your application.