

Consulate of Switzerland in Osaka

Consulate Job Call: Junior Project Manager, Science Communication

As the first Consulate in Japan to focus on science diplomacy, Swissnex in Japan connects Switzerland and Japan in education, research, and innovation. Operating since 2022, the Consulate is seeking a talented and passionate Junior Project Manager for Science Communication to join its team.

- Starting Date: April 1, 2025 (flexible)
- Location: Consulate of Switzerland in Osaka, Swissnex in Japan
- Umeda Shinmichi Bldg. 1F, 1-1-5 Dojima, Kita-ku, Osaka 530-0003
- Employment Type: Full-time

Mission:

- Support communications activities, including updating websites, curating social media content, and producing newsletters, working closely with the Communications Manager.
- Produce compelling visual assets such as graphic designs, photographs, or videos.
- Communicate science-related news and activities by crafting clear, concise posts and blogs for various platforms and audiences.
- Enhance visitor engagement through science-related exhibitions and events, working closely with the Head of Art-Science and the Head of Academic Relations.
- Support knowledge management by maintaining databases of information and visual assets.
- Collaborate with Team Switzerland, partners and other stakeholders to promote Swiss excellence in education, research, and innovation, including during the World Expo 2025.

Skills and Requirements:

- A Bachelor's or Master's degree in a relevant field.
- Fluency in English; proficiency in Japanese is highly desirable.
- Ability to communicate complex ideas in a clear and concise manner.
- Proficiency in tools for graphic design, photography, or video production.
- A motivated, self-driven, and creative individual who aligns closely with the Swissnex mission, serving as a connector, trend-spotter, and knowledge broker to strengthen the community.
- Familiarity with the education, research, and innovation ecosystems of Switzerland or Japan.
- Compatible with a fast-paced, deadline-oriented environment and willing to work outside regular office hours for events or visiting groups.

Benefits

- 20 days of vacation, 12+ national holidays, and sick leave.
- Competitive benefits package, including social insurance.
- Opportunities for continuing education.

General Conditions

- Open to Swiss citizens, Japanese citizens, or legal residents of Japan.
- Employment follows local conditions; the employer will not cover relocation and accommodation expenses.

Did we raise your interest? Then we look forward to hearing more about you!

Please submit your full application by Sunday, January 26, 2025, through the [application form](#).

Include the following:

- CV and cover letter (letter of motivation).
- Copies of letters of reference, work certificates, and university diplomas, including a transcript of records.