



The Embassy of the Republic of Kosovo in Tokyo

コソボ共和国大使館・東京

is offering an

## **INTERNSHIP OPPORTUNITY**

The intern will be involved in research, public affairs, following events and news in Asia, organising events, preparing and/or translating promotional material.

- Compensation:** The internship is unpaid however the Embassy will cover the travel costs within Tokyo.
- Dates, Days, Time:** Flexible hours and possibility to work from home.
- Type of Internship:** Credit internship
- Location:** Vort Toranomom South Bldg. 10 F; 3-13-7, Nishishinbashi, Minato-ku
- Qualifications:** Native command of Japanese and/or proficient writing in English is an advantage. Team player, high proficiency in Office applications, creative and adept at social media platforms, interested in public affairs, event organisation and office management; research and analytical skills.
- Deadline:** We accept applications throughout the year. Only candidates who are shortlisted for an interview will be contacted. Successful applicants will be informed of the earliest possible starting date.

This internship could potentially lead to a full-time job.

The Embassy of the Republic of Kosovo in Tokyo offers a relaxed working environment, with open-door policy and easy access to all the staff. This is an excellent opportunity to learn about foreign affairs, professional and diplomatic communication, expand professional contacts and learn more about South-East Europe and Asia. Reference letter and a certificate upon successful completion of the internship.

More information can be found on Twitter and Facebook @kosovoinjapan, or <http://www.ambasada-ks.net/jp/?page=2,1>.