

(Attachment)

Detailed descriptions of expected job responsibilities

Administrative Assistant - 2 persons At the Permanent Mission of Japan to the United Nation (Coordination and Planning Division, Coordination Section)

NB: This Attachment shall be read with “Job Opportunities at the Coordination and Planning Division, Coordination Section of the Permanent Mission of Japan to the United Nations”.

I. Administrative Assistant in charge of public relations coordination and other activities (1 person)

1. Responsibilities include, but are not limited to:

- 1) Coordinate logistics/protocol for conferences, meetings, briefings, receptions, and other official functions
- 2) Keep up-to-date with and analyze news related to the UN and to the international community, including news through social networking services
- 3) Follow appointments, press conferences, stakeouts briefings, etc to be held in the Security Council, the General Assembly, etc.
- 4) Research topics related to the United Nations and other topics, as required by the Mission officers, and give oral or written briefings to senior diplomats upon request for information
- 5) Maintain close partnerships with United Nations offices and staff, including the Department of Public Information, General Assembly Conference and Management, Management, Protocol, Media Liaison Unit, Security, as well as with other Missions to UN, etc.
- 6) Assist the press team from Japan who accompany the high level government officials during the UN General Debate and other important events
- 7) Attend relevant meetings with diplomats, and take accurate and quick notes, keep records and write up summaries as required
- 8) Provide support and input for outreach activities including website and social networking updates, as well as cultural events
- 9) Draft and edit letters, diplomatic correspondence and speeches
- 10) Act as the official photographer/videographer upon request
- 11) Research and maintain partnerships with academic institutions, arrange student briefings and lectures as required
- 12) Respond to telephone calls, both incoming and outgoing, with efficiency and professional etiquette
- 13) Update and develop contact information databases
- 14) Manage the official email account and respond to inquiries in an appropriate and timely manner
- 15) Assist and engage in any other duties as requested

2. Competencies

- Communicates effectively
- Sets high levels of quality, productivity and professionalism for self
- Analyzes and integrates verbal, numerical and other types of data
- Rapidly learns new tasks and quickly commits information to memory
- Able to balance multiple tasks under high pressure circumstances
- Demonstrates problem solving skills
- Able to work independently and as a member of a team

3. Requirements/Preferences:

- 1) U.S. citizenship or green card - required
- 2) Excellent English writing and verbal communication skills, computer skills, typing skills (60 wpm minimum) - required
- 3) College degree - required
- 4) Japanese language skills and cultural familiarity - preferred
- 5) Basic Knowledge of the United Nations and diplomacy - preferred
- 6) Prior experience in the JET Programme - preferred

II. In charge of managing website and social networking services, as well as other activities (1 person)

1. Responsibilities include, but are not limited to:

- 1) Manage, edit, and update website (both in English and in Japanese) and social networking services accounts of the Mission
- 2) Coordinate logistics/protocol for conferences, meetings, briefings, receptions, and other official functions
- 3) Keep up-to-date with and analyze news related to the UN and to the international community, including news through social networking services
- 4) Follow appointments, press conferences, stakeouts briefings, etc to be held in the Security Council, the General Assembly, etc.
- 5) Research topics related to the United Nations and other topics, as required by the Mission officers, and give oral or written briefings to senior diplomats upon request for information
- 6) Maintain close partnerships with United Nations offices and staff, including the Department of Public Information, General Assembly Conference and Management, Management, Protocol, Media Liaison Unit, Security, as well as with other Missions to UN, etc.
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