

(Attachment)

Detailed descriptions of expected job responsibilities

Public Relations Coordinator: 1 person At the Permanent Mission of Japan to the United Nations (Coordination and Planning Division, Coordination Section)

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

1. Responsibilities include, but are not limited to:
 - 1) Coordinate logistics/protocol for conferences, meetings, briefings, events, and other official functions
 - 2) Draft and edit letters, diplomatic correspondence and speeches, support diplomats, as necessary, in translating or editing documents from Japanese into English
 - 3) Follow appointments, press conferences, stakeouts, briefings, etc. to be held in the Security Council, the General Assembly, etc.
 - 4) Draft transcripts for the daily Noon Briefing at the UN, as well as for relevant press conferences/stakeouts as required
 - 5) Provide support and assistance to the press team from Japan, who accompany high-level government officials, during the UN General Debate and other important events
 - 6) Act as official photographer/videographer upon request
 - 7) Research topics related to the United Nations as required by the Mission officers and give oral or written briefings to senior diplomats upon request for information
 - 8) Attend relevant meetings with diplomats, and take accurate and quick notes, keep records and write up summaries as required
 - 9) Keep up-to-date with and analyze relevant UN news, appointments, press conferences, etc.
 - 10) 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.
 - 11) Research and maintain partnerships with academic institutions, arrange student briefings and lectures as required
 - 12) Provide support and input for outreach activities including cultural events, as well as website and social networking updates
 - 13) Respond to telephone calls, both incoming and outgoing, with efficiency and professional etiquette
 - 14) Update and develop contact information databases
 - 15) Manage the official email account and respond to inquiries in an appropriate and timely manner
 - 16) Work as a receptionist, as required, at the entrance of the Mission

17) Assist and engage in any other duties as requested

2. Competencies

- Communicates effectively
- Sets highest standard 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 speech writing and verbal communication skills, computer skills, touch 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

(END)