

Political Section Clerk / Secretary (Full-time)

Main tasks include:

1. Assist members of the Delegation in their official duties including research for relevant policies and issues
2. Proofreading and editing of English texts / statements
3. Observe meetings and take notes, and make summary reports
4. Update agenda and list of contacts
5. Organize official lunches, dinners, receptions and other events
6. Correspondence
7. Assist with official travel arrangements for diplomats

Your profile:

A fluent English speaker

Solid experience in professional writing and editing

Advanced level in Microsoft Office (Word, Excel, PowerPoint, Outlook)

Good planning and organizational skills

Attention to detail, organized, flexible

Ability to prioritize and multitask to meet tight deadlines

Excellent communication skills

Diplomatic and discreet

Ability to work extra hours when necessary

Interest in international affairs

Experience in a diplomatic mission and knowledge of Geneva are assets

Place of work: Le Grand-Saconnex (GE)

Start date: 01/03/2025 (negotiable)

Please send your CV and photo, a copy of work certificates, a copy of passport or ID, a copy of your valid work permit if any, before 5th of February 2025 by e-mail to

Delegation of Japan to the Conference on Disarmament

delegation2@gv.mofa.go.jp

Only applications meeting the requirements above will be considered.