

## **Recruitment process underway for the position : “Local staff member in the Cultural Affairs Department and JET Programme Coordinator”**

Workplace: The Consulate General of Japan in Montreal (1, Place Ville Marie)

### **1. Main responsibilities**

- Coordination of the Quebec/Atlantic division of the Japan Exchange and Teaching (JET) Programme, including recruitment activities, organising and conducting interviews, training participants and managing budget requests related to these responsibilities.
- Supporting Cultural Affairs, including promoting government exchange programmes and organising various events to promote Japanese culture.

The Consulate General of Japan in Montreal aims to strengthen bilateral relations between Japan and the five (5) provinces within its jurisdiction: Quebec, Nova Scotia, Newfoundland and Labrador, New Brunswick, and Prince Edward Island. For more information on the specifics of this mandate, please visit the Consulate General's website and social media platforms.

### **2. Details of main responsibilities**

- **Duties related to the coordination of the JET Programme**
  - Design and update promotional materials (print and digital);
  - Coordinate and lead promotional activities, such as presentations or conferences (in person and online);
  - Manage the candidates interviews and selection process;
  - Plan and coordinate training workshops for new participants;
  - Manage the recruitment and coordination of external support staff, as well as related administrative tasks;
  - Maintain regular communication with the diplomat responsible for the JET Programme;
  - Prepare and submit budget requests and subsequent reports;
  - Prepare quotes and related documents for business trips;
  - Ensure strict adherence to the JET Programme schedule based on deadlines;
  - Manage the Montreal JET Desk email inbox;
  - Perform any other related tasks as required.
- **Tasks related to the Cultural Affairs Department**
  - Create daily bilingual French-English posts for the Consulate General's social media accounts (Facebook, Instagram and X);
  - Answer phone calls, manage emails in the General Affairs inbox and greet visitors to the Cultural Affairs Desk;
  - Support operations during cultural events;
  - Promote and disseminate information on government exchange programs, including the JET Programme and the MEXT Scholarships;
  - Perform any other related tasks as required.

### **3. Eligibility criteria**

- Canadian citizenship or permanent residency;  
*\*Please note that no assistance will be provided in obtaining a visa.*
- Flexibility to work overtime during the week and on weekends;
- High-level oral and written communication skills and perfect command of written and spoken French and English; reading and writing capacity in Japanese is an advantage;

- Advanced knowledge of Microsoft Office software (Outlook, Word, Excel, PowerPoint, SharePoint, etc.); knowledge of graphic design an asset;
- Highly motivated and have a strong sense of responsibility to support the work of diplomatic staff and other colleagues;
- Strong understanding of Japanese culture;
- Excellent skills in planning, preparing and managing projects and budgets, as well as in analysing and solving problems;
- Maintain behaviour befitting a diplomatic mission at all times.

#### **4. Working conditions**

- Salary (paid monthly): Determined according to standards set by the Japanese government;
- Benefits: Paid leave, social security system, details provided during the interview;
- Standard working hours:
  - Five (5) days/week, Monday to Friday (excluding public holidays and other office closures);
  - From 9:00 a.m. to 5:00 p.m., excluding a one (1) hour lunch break from 12:30 p.m. to 1:30 p.m., totalling 35 hours/week;
- Contract: fixed-term contract, including an initial probationary period of three (3) months, which may subsequently be extended to a long-term contract based on an evaluation of the quality of work performed.

#### **5. Application process**

##### **Phase 1: Submission of documents for the first selection stage**

**Submission method:** By email to [culture@mt.mofa.go.jp](mailto:culture@mt.mofa.go.jp)

**Deadline for document submission:** Friday, 10 April 2026, 11:59 p.m. EST

##### **Required documents:**

- 1) Curriculum vitae and cover letter in French and English (Word or PDF format), including your current or previous affinities/experiences related to Japan; an additional copy in Japanese may also be submitted if desired.
- 2) Scanned copy of proof of Canadian citizenship or permanent residence
- 3) Holders of JLPT N2 or N1 certification must include a copy of their certificate

##### **Restriction regarding the subject line of the application email:**

Please copy and paste the Japanese text “広報文化業務担当事務職員への応募” into the subject line of your email, followed by your full name.

e.g. : 広報文化業務担当事務職員への応募 – “First name” “Last name”

##### **Restriction on the size of attached files:**

Please ensure that the total size of all attached files does not exceed 9 MB.

If the files are too large, you can split them into two separate emails. In this case, please add a note to this effect in the subject line after your name (e.g., 1/2 in the subject line of the first email, then 2/2 in the subject line of the second email).

**Important:** Documents that do not strictly follow the detailed instructions above will be automatically rejected.

**Phase 2: Interview and written examination**

Please note that, among the candidates who have submitted their applications, only those who advance to phase 2 will be contacted.

Interviews and written examinations will be held in person at the Consulate General of Japan in Montreal during the month of April 2026.

We eagerly await applications from all interested individuals.